

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2018/06/18 – 111

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 18 June 2018 at 6.31 pm.

PRESENT: Cllrs B Pearman (Chairman), H Ives, C Harris, A Preest and B Berryman
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Cllr Pearman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **ELECTION OF VICE CHAIRMAN**

Cllr Harris proposed Cllr Ives for the position. **Seconded by Cllr Preest.** There being no other nominations the proposal was put to a vote. Unanimous.

2. **APOLOGIES**

None.

3. **DECLARATIONS OF INTEREST**

None.

**EXCLUSION OF THE PUBLIC & PRESS
Page 112 - 113 (Inclusive) - CLOSED SESSION**

Standing orders suspended in order that the Council may continue in "closed session" under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

4. **STAFFING**

- To note the letter of resignation which had been received from the former Administration Assistant.
- To note the Investigatory Notes which discounted the remarks made by the former Administration Assistant.
- To refer the former Administration Assistant to the CEO should she attempt to contact Members again.
- That the duties of the Administration Assistant role would be taken on by the CEO and Executive Officer.
- That the Grants Administrator would be engaged on an employed basis for two/three days per week.

5. **DEFAMATION**

- That no further action would be taken at this stage and that the letter of apology which had been initially received from the individual be tabled at the July Full Council meeting.

6. **APPROVAL OF MINUTES**

Minutes of today's meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 6.54 pm

Chairman ... 

Date ... 