

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2016/03/15 – 59

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 15 March 2016 at 2.30 pm.

PRESENT: Cllrs B Pearman (Chairman), B Berryman, C Harris and A Preest

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. **APOLOGIES**
No apologies for absence were received.

2. **DECLARATIONS OF INTEREST**
None.

EXCLUSION OF THE PUBLIC & PRESS
Page 60 – 61 (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

3. **STAFFING/TRAINING**
- Letter of resignation received from member of administrative team.
 - Finance Assistant vacancy to be duly advertised during April, with the successful candidate to start June 2016.
 - Samsung Galaxy Tablet and data only contract to be purchased for use by Groundstaff.
 - Incremental rises awarded as part of staff appraisals effective 1 April 2016.
 - Head Groundsman – ½ SCP
 - 3 x Groundstaff - ½ SCP
 - 1 x Groundstaff – 1 SCP
 - Administrative Assistant – 1 SCP
 - Finance Assistant - ½ SCP
 - Staff training course expenditure approved for 2016/2017 financial year.
4. **APPROVAL OF MINUTES**
- Minutes of today’s meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 3.05 pm

Chairman 

Date 19/03/16