

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2016/02/23 – 56

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 23 February 2016 at 2.41 pm

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

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**
Apologies for absence were received and noted from Cllr Beddis.
2. **DECLARATIONS OF INTEREST**
None.

EXCLUSION OF THE PUBLIC & PRESS
Page 57 – 58 (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**
 - CEO and EO to be out of the office on 25 & 26 February 2016 due to attendance at SLCC Practitioners Conference.
 - CEO to include the cost of her Dissertation printing as part of her expenses claim.
 - Staff Annual Appraisals to take place on 8 and 9 March 2016. Councillors appointed to participate in Appraisal panel.
 - Letter of Resignation received from member of Groundstaff
 - Part-Time Gatekeeper to assume the role of seasonal Groundsman from April to end September to cover Groundstaff vacancy
 - Recruitment process to commence shortly in respect of replacement Finance Assistant.
 - Payment to be made to Finance Assistant in respect of accrued TOIL to Year End.
4. **APPROVAL OF MINUTES**
 - Minutes of today’s meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 3.03 pm

Chairman 

Date 5/3/16