

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2015/10/05 – 50

MINUTES OF THE EXTRA ORDINARY PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 5 October 2015 at 2.30 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**
No apologies for absence were received.


2. **DECLARATIONS OF INTEREST**
None.

EXCLUSION OF THE PUBLIC & PRESS
Pages 51 – 53 (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**
- Approval given for Cllr Openshaw to attend Event Management Course (£150) and Cllrs Harris, Street and Pearman to attend CPRE Training Event (£15 per delegate).
 - CEO, Executive Officer and Administrative Assistant to attend SLCC Regional Roadshow on 25 November 2015.
 - One member of Groundstaff received Occupational Health Counselling due to incident in Bathurst Park.
 - Community Projects Administrator to be absent from work during October. Situation to be managed by CEO.
 - Emergency First Aid at Work, PA6 and PA6A training to be organised for Council staff.
 - Part-time Park Keeper to be paid Living Wage with immediate effect.
 - ½ incremental rises to be applied to CEO and Head Groundsman in recognition of work undertaken to attain Local Council Award Scheme – Quality Gold with immediate effect.
 - Annual Defib training to be organised for January 2016.
4. **2016-2017 CORPORATE BUDGET/ESTABLISHMENT CHARGES**
- Incremental rises agreed for 2016/2017 (in line with minuted approval/Annual Appraisal Scheme).
 - Corporate Budget for 2016-2017 approved:- £274,371.00. Agreement also given in respect of Corporate Budget for NDP/CPA element (included as part of NDP Budget).
 - Training Budget for 2016-2017 approved:- £6,565.00.
5. **APPROVAL OF MINUTES**
- Minutes of today’s meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 3.17 pm

Chairman 

Date 12/10/15