

# LYDNEY TOWN COUNCIL

## PERSONNEL COMMITTEE MEETING – 2015/06/23 – 43

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 23 June 2015 at 2.28 pm

**PRESENT:** Cllrs B Pearman (Chairman), C Harris, J Openshaw (late arrival) and A Preest

Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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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 Berryman

2. **DECLARATIONS OF INTEREST**

None.

3. **PROVISION OF OFFICE SERVICES/SUPPLIES**

Prior to the meeting Members were provided with a quotation for the purchase of tablet devices which could be used to provide Members with the means by which to view documentation electronically when attending site/Council meetings.

During discussion it was noted that specifications for three different ranges of tablets had been provided to Members for their consideration. Furthermore, it was anticipated that due to the move towards the electronic serving of Summons, Agendas and meeting paperwork the Council's costs in respect of photocopying charges, consumables and postage would substantially reduce. Members were advised that the reduction in the aforementioned charges would cover the cost of purchasing a number of tablets, which would be issued to Members who were not able to provide their own electronic device. Consideration was given towards the lifespan of the units and the need to upgrade devices at some point in the future. It was felt that the units would have a life span of up to 4 years and that Town Council Staff would work with Tate Computer Technology to ensure that the units were supported by software upgrades/issue resolution.

After a short further discussion Cllrs Harris and Preest felt that tablet devices would afford Members the opportunity to access meeting paperwork in a more efficient and effective manner and would reduce the amount of meeting paperwork which staff were otherwise required to make available/shred after each meeting. It was noted that those Members who already possessed their own electronic devices (tablets or laptops) would be encouraged to bring them to meetings and that paper versions of specific meeting paperwork (Councillor Agendas/ Public Agendas and minutes/the monthly payment schedule) would still be provided for each meeting, with all other paperwork being accessed electronically.

It was **proposed by Cllr Harris, seconded by Cllr Preest**, that the Council would purchase Samsung Galaxy Tab 4 devices for use by Councillors/Officers at £200 plus VAT per tablet, in addition to £30.00 per unit plus VAT support/set up charge. Unanimous. The CEO suggested that rather than accept the price quoted by Tate Computer Technology for bespoke covers for the units that she source cheaper protective covers. Noted.

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The CEO advised that she was still in the process of obtaining details of Councillors who would require a tablet but it was thought that between 6-8 tablets would be required. It was **proposed by Cllr Pearman, seconded by Cllr Preest** that Delegated Power would be bestowed on the CEO to investigate with Cllr Openshaw the possibility of purchasing the units from an electronics auction site and the CEO was duly afforded a 10% “buffer” should it be possible to negotiate a better purchasing & support offer or additional tablets be required. If, however, the CEO/Cllr Openshaw were unable to source by alternative means the CEO was then instructed to purchase from Tate Computer Technology both the tablets and the support package. Unanimous. Members were reminded that the Council’s Standing Orders prohibited the use of employee’s personal bank accounts to purchase items by electronic means. Noted.

**Action by – the CEO**

### **EXCLUSION OF THE PUBLIC & PRESS Pages 45 – 46 (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

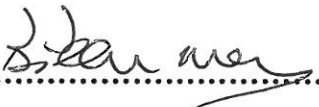
- Noted Head Groundsman’s deferment of MSC in Horticulture. Approval given for Head Groundsman to undertake refresher Knapsack training.
- Council to enter into seven year contract for telephone system with equipment upgrade/addition.
- CEO, EO and Administration Assistant to attend Society of Local Council Clerks Digital Engagement course on 23 September 2015.
- CEO to consider/provide verbal contingency suggestions at next meeting.

#### 5. APPROVAL OF MINUTES

- Notes of the meeting duly approved by Cllr Pearman

Meeting closed at 3.10 pm

Chairman .....



Date .....

30/6/15