

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2015/08/19 – 47

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Wednesday 19 August 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**

Apologies for absence were received and noted from Cllr Openshaw.

2. **DECLARATIONS OF INTEREST**

None.

EXCLUSION OF THE PUBLIC & PRESS
Pages 48-49 (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**

- Extensive enquiries had been conducted to ascertain availability of Locum cover if the CEO became incapacitated. It was noted that Gloucestershire Association of Parish and Town Councils (GAPTC) had attempted to compile a register of Clerks who were interested in acting as a Locum but little/no response was forthcoming. Whilst the Society of Local Council Clerks (SLCC) were able to provide a register of Locums, none of the Locums were local; as well as paying for the Locum's time the Council would also be required to pay a fee to the SLCC for using their service. It was agreed unanimously that an in-house solution would be progressed; both in the instance of any short-term absence and as a long-term contingency plan. Unanimous.
- Notes from staff meetings on 27 and 28 July 2015 noted
- Use of Groundstaff personal mobile phones prohibited due to health & safety/business efficiency concerns. All Groundstaff have a work mobile for use in an emergency. Unanimous.

4. **PHOTOCOPIER**

- Lease of photocopier on new 5 year term. Contract approved. Unanimous.

5. **APPROVAL OF MINUTES**

- Minutes of the meeting duly approved by Cllr Pearman

Meeting closed at 2.55 pm.

Chairman

Date