

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2015/11/18 – 54

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 18 November 2015 at 2.45 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
Page 55 (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**
- All staff to undergo refresher training in Manual Handling, Ladder Safety, Fire Marshall amounting £1,020 including VAT.
 - CEO and Executive Officer to attend SLCC Practitioner's Conference on 25-26 February 2016 at a cost of £273.20 per delegate plus travel expenses.
 - No further action to be taken over points raised in a confidential e-mail addressed to the Mayor.
4. **APPROVAL OF MINUTES**
- Minutes of today's meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 3.10 pm

Chairman 

Date 