

# LYDNEY TOWN COUNCIL

## PERSONNEL COMMITTEE – 2020/09/10 – 158

**MINUTES OF THE EXTRAORDINARY MEETING** held in the Council Chamber, Claremont House, Lydney on Friday 10<sup>th</sup> September 2020 at 6.06 pm

**PRESENT:** Cllrs W Leach (Chairman), A Harley, R Holmes and A Preest  
(attended by Zoom)

**ALSO IN ATTENDANCE:** S Holley, Town Clerk

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Housekeeping in regards to Health & Safety was carried out by Cllr Leach.

1. **APOLOGIES**

No members were absent.

2. **DECLARATIONS OF INTEREST**

None received.

3. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**

The Committee unanimously RESOLVED to 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.

*Note: The following Minutes are made available to the Public for openness and transparency. The Council approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. Other Confidential business (such as legal matters and employment issues) may appear in the Public Minutes only as an Agenda /Minute heading*

4. **APPROVAL OF MINUTES**

The Minutes of the meeting held on 2<sup>nd</sup> March 2020 were approved as a correct record, subject to an amendment correcting the date of the meeting in the header.

5. **COMPLAINT REGARDING A STAFF MEMBER**

The Committee had been requested to consider a complaint against a member of Staff. The Committee noted the complaint, the Council’s Complaints Procedure and the views of the Gloucestershire Association of Parish and Town Councils. The member of staff was given the opportunity to respond to the complaint and left the meeting to allow the Committee to come to a conclusion in private. The overall outcome was a unanimous RESOLUTION to exonerate the member of staff of any wrongdoing and to record a strong desire to move on.

6. **OTHER STAFFING MATTERS**

6.1 The Committee RESOLVED on a response for the Mayor to provide a member of the public regarding a staff matter.

6.2 The Committee NOTED the National Pay Settlement of 2.75% for Local Council employees.

6.3 The Committee AGREED to revert to the practice whereby the Council’s Chief Officer (the Town Clerk) would lead on Staff Appraisals in view of advice on good practice from the GAPTC.

6.4 The Committee NOTED that a review of Staff Training was in hand and that it would include

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training on the new RBS Omega accounting software. It was AGREED to request some form of training for Members on how to read / get the best out of the reports from the new system

It was also asked how Member approval could be arranged now the Council had started moving to electronic payment due to the Covid-19 pandemic making signatures on cheques both slow and difficult to make 'Covid-safe'. The Town Clerk/RFO would seek advice.

It was also asked whether the Grounds Team might wish to benefit from Health and Safety training via their union. The Town Clerk would investigate and report back.

### 7. CONTRACTUAL

- 7.1 The Committee NOTED that a new contract had been placed with Konica Minolta for a printer/scanner in the Office following informal consultation with members of the Committee in June. The replacement machine would provide the same functions at £505 less each year – a saving of 20%.
- 7.2 The Committee was requested to resume discussion on how the Council should replace its contract for employment law advice, as the contract with Ellis Whittam had ended on 31<sup>st</sup> March 2020.
- 7.3 The Committee NOTED initial progress on a contract for ongoing Health and safety advice (to include acting as the Council's Health and Safety Officer). The Town Clerk was exploring various options which would be brought back to the Committee in due course, with a view to making a recommendation to the Council.

The meeting closed at 7.23pm

**Chairman** .....

**Date** .....