

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE – 2020/10/30 – 163

MINUTES OF THE EXTRAORDINARY MEETING held in the Council Chamber, Claremont House, Lydney on Friday 30th October 2020 at 10.00am

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

ALSO IN ATTENDANCE: S Holley, Town Clerk

Housekeeping in regards to Health and 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 was 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 7th September 2020 were approved as a correct record.

5. **STAFFING MATTERS**

5.1 **Clerk's Delegated Authority** - The Committee was requested to consider the current document outlining the Clerk's delegated authority, with a view to identifying the areas of concern for amendment. It was AGREED that some more time was required, in order to compare models available from GAPTC/NALC.

5.2 **Overtime Rates** – The Committee was requested to consider for approval a table of overtime rates payable to the Grounds Team. The Committee resolved to APPROVE the recommendations, subject to call out on Christmas Day and New Year's Day being amended to double time, rather than the recommended triple time. Bathurst Park and Recreation Trust would be requested to approve a similar table for its staff.

5.3 **Staff Appraisals** – The Town Clerk reported his intention to start scheduling Staff Appraisals in November. It was AGREED that Appraisals of the Office Team would be conducted by the Town Clerk and the Chair of the Personnel Committee, partly due to Covid restrictions and partly in line with good practice. Appraisals of the Grounds Team would be conducted by the Town Clerk and the Head Gardener.

5.4 **Town Clerk's Probationary Period** – It was AGREED that the Chair of the Committee and Cllr

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Harley would interview the Town Clerk to assess his understanding of the Council’s Standing Orders and Financial Regulations, being Objective 1 for his Probationary period.

6. **CONTRACTUAL**

The Committee NOTED that no further quotes for ongoing Health and Safety advice or Employment Law advice had been obtained since the previous meeting, due to capacity issues.

The meeting closed at 11.10am

Chairman

Date