Town Clerk: Mr M Greenfield

Assistant Clerk: Mrs L Bendall

Lydney Town Council

Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX
Telephone: 01594 842234

14th January 2025

SUMMONS

To all Members of Personnel Committee Councillors: C Harris, R Holmes (Chair), S Holmes, T Saunders and E Taylor

Dear Councillor,

You are hereby summoned to attend an **Extraordinary Meeting of the Personnel Committee** to be held on **Monday 20th January 2025 at 6.00pm in the Council Chambers, Claremont House, High Street, Lydney,** for the purpose of transacting the following Agenda business as shown.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

Yours faithfully

Cllr R Holmes

Personnel Committee Chairman

Enquiries to Tel: 01594 842234 or email: town.clerk@lydneytowncouncil.gov.uk

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Health and Safety / Housekeeping announcements

AGENDA

A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Committee.

(i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Committee.
(ii) Questions may be answered but not debated by the Committee.
(iii) Any issues which the Committee deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.

1. **APOLOGIES**
To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**
To receive any Declarations of Interest from Members in respect of matters contained in this agenda, in accordance with the Council's Code of Conduct in respect of Members.

3. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**
To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature

CLOSED SESSION

4. **APPROVAL OF MINUTES**
To approve as a correct record the Minutes of the Extraordinary meeting of the Committee held on Thursday 13th June 2024.

5. **STAFFING MATTERS**

5.1 To note staff sickness absences and follow-up actions

5.2 To consider and confirm permanent appointment of staff members

5.3 To note dates and times for staff appraisals

5.4 To consider and approve for the Chairman and Vice Chairman to undertake staff appraisals, with the clerk, on behalf of the Personnel Committee

5.5 To note general staffing developments

5.6 To consider and approve transitioning staff annual leave entitlement to be calculated from days to hours.

DATE OF NEXT MEETING - TO BE DECIDED

END