



**DRAFT Lydney Town Council
Minutes of the Extraordinary Meeting
of the Personnel Committee
Tuesday 2nd September 2025 at 2.00pm
The Council Chambers, Claremont House**

Present

Cllr R Holmes (Chair)
Cllr C Harris
Cllr S Holmes
Cllr T Saunders
Cllr E Taylor

Also In attendance:

Michael Greenfield - Clerk
Louise Bendall – Assistant Clerk & Minute Taker

There were no members of the public present

Cllr R Holmes welcomed all present and gave the usual housekeeping and general duty announcements.

1	<p><u>APOLOGIES</u> No apologies were received as all councillors were present.</p>
2	<p><u>DECLARATION OF INTERESTS</u> 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. There were none declared</p>
3	<p><u>MOTION TO EXCLUDE THE PUBLIC AND PRESS</u> The Chair proposed 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.</p> <p>RESOLVED: 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.</p> <p>Unanimously approved</p>

<u>CLOSED SESSION</u>	
4	<p><u>APPROVAL OF MINUTES</u></p> <p>To approve as a correct record the Minutes of the Extraordinary meeting of the Committee held on Wednesday 27th August 2025.</p> <p>It was noted that the minutes of the meeting held on Wednesday 27th August 2025 were currently unavailable and would be brought to the next Personnel Committee meeting for approval. It was also noted that neither the Clerk nor the Assistant Clerk took the minutes of that meeting.</p>
5	<p><u>STAFFING MATTERS</u></p>
5.1	<p>To review job description and current role of a member of staff</p> <p>The committee reviewed the job description and current role of a staff member and it was queried if the salary reflected the responsibility of the role and if the contracted weekly hours were sufficient for the role.</p> <p>Chair proposed for the clerk to instruct an appropriate consultant to undertake a formal job evaluation of the role.</p> <p>Resolved: Unanimously Approved</p>
5.2	<p>To review and decide staff salaries</p> <p>(a) It was proposed and seconded for a member of staff's salary to increase to a specific spinal pay point.</p> <p>Resolved: Unanimously Approved</p> <p>(b) It was proposed and seconded for the salary increase to be backdated to 1st September 2025 be approved.</p> <p>Resolved: Unanimously Approved</p> <p>(c) It was proposed and seconded for a staff member's salary to increase to a specific spinal pay point and to be back dated to 1st September 2025 be approved.</p> <p>Resolved: Unanimously Approved</p> <p>It is noted that the Assistant Clerk left the meeting at 2.36pm</p> <p>(d) It was proposed and seconded that, following successful completion of a qualification, there may be an opportunity for the duties and responsibilities of the role to be redesignated. It was further agreed that the Clerk would contact the relevant HR company to enable a re-evaluation of the post, with the findings to be reviewed and considered by the Personnel Committee. Any approved changes would be backdated to the date of the qualification.</p> <p>Resolved: Unanimously Approved</p> <p>It is noted that Cllr Taylor left the meeting at 2.41pm</p> <p>It is noted that Cllr Taylor and Assistant Clerk rejoined the meeting at 2.42pm</p>
	<p><u>DATE OF NEXT MEETING - TO BE DECIDED</u></p> <p>Chair confirmed that the next meeting will be decided at a later date</p>

The meeting ended at 2.46pm

Signed:.....

Date:.....