

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

4th November 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 **Wednesday 12th November 2025 at 1pm 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 sincerely

Cllr R Holmes

Personnel Committee Chairman

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

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 **Wednesday 27th August 2025 and Tuesday 2nd September 2025**
5. **STAFF HANDBOOK**
 - 5.1 To review and approve the following policies
 - A. Disciplinary Procedure
 - B. Grievance Procedure
 - C. Medical Appointments
 - D. Toil Policy
 - E. Health & Safety Handbook
6. **STAFFING MATTERS**
 - 6.1 To consider and decide on staffing matters
 - A. Role Evaluation Role A
 - B. Draft Job Description & Person Specification
 - C. Job Comparison Table
 - D. Role Evaluation Role B
 - E. Lydney Town Council Pay Review Summary
 - 6.2 To consider and decide on staff salaries
 - A. Lydney Town Council Pay Review Summary
 - B. Training Certificate
 - C. Pay Information
 - D. SLCC Pay Scales 2025/2026
 - E. Payroll Adjustments, Comparisons, Summaries and Adjustment Calculations
 - F. Variation of Contracts
 - 6.3 To note an Appeal Panel decision
 - 6.4 To note staff sickness & follow up actions
 - 6.5 To document remote work arrangements and plan for future requests

7. **HEALTH & SAFETY AND HUMAN RESOURCE**

To consider and decide on quotes A-F for health & safety and human resources companies to commence April 2026

i Ranking Summary Cost Comparison Table

8. **APPRAISALS FEBRUARY 2026**

A. To consider and decide on Personnel Committee members undertaking Appraisals in February/March 2026

B. To decide on dates for the Appraisals

DATE OF NEXT MEETING - TO BE DECIDED

END