



DRAFT Lydney Town Council
Minutes of the Extraordinary Meeting
of the Personnel Committee
Wednesday 12th November 2025 at 1pm
The Council Chambers, Claremont House, High Street, Lydney

Present

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

Also In attendance:

Michael Greenfield – 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>Resolved: Unanimously approved</p>

<u>CLOSED SESSION</u>	
4	<u>APPROVAL OF MINUTES</u> 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 Resolved: Unanimously Approved
5	<u>STAFF HANDBOOK</u> 5.1 To review and approve the following policies
	<p>A. Disciplinary Procedure It was proposed by the Chairman to approve the Disciplinary Procedure. Resolved: Unanimously Approved</p> <p>B. Grievance Procedure It was proposed by the Chairman to approve the Grievance Procedure. Resolved: Unanimously Approved</p> <p>C. Medical Appointments It was proposed by the Chairman to approve the Medical Appointments Procedure, as follows: <i>"The council recognises that employees will, from time to time, need to attend urgent medical appointments. Please try to arrange routine medical appointments, such as dental or medical, in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work with pay for such appointments. Regular misuse of the system will result in disciplinary action."</i> Resolved: Unanimously Approved</p> <p>D. Toil Policy It was proposed by the Chairman to approve the Toil Policy Resolved: Unanimously Approved</p> <p>E. Health & Safety Handbook It was proposed by the Chairman to approve the Health & Safety Handbook Resolved: Unanimously Approved</p> <p>Councillors commented that all staff should sign to show receipt and acknowledgement, including having read the updated policies.</p>
6	<u>STAFFING MATTERS</u> 6.1 To consider and decide on staffing matters
	<p>A. Role Evaluation Role A NOTED</p> <p>B. Draft Job Description & Person Specification NOTED</p>

	<p>C. Job Comparison Table NOTED</p> <p>D. Role Evaluation Role B NOTED</p> <p>E. Lydney Town Council Pay Review Summary It was proposed and seconded that the Lydney Town Council Pay Review Summary be approved Resolved: Unanimously Approved</p>
	6.2 To consider and decide on staff salaries
	<p>A. Lydney Town Council Pay Review Summary NOTED</p> <p>B. Training Certificate NOTED</p> <p>C. Pay Information NOTED</p> <p>D. SLCC Pay Scales 2025/2026 NOTED</p> <p>E. Payroll Adjustments, Comparisons, Summaries and Adjustment Calculations</p> <p>The Personnel Committee discussed the various salary adjustments.</p> <p><u>Staff Member A</u>: It was proposed and seconded that staff member A will receive a salary increase; to be backdated to 1st November 2025, with further increases to be reviewed over the next 12 months and that further increases up the salary scale will not be automatic each year; they will follow recognition at Annual Appraisal and may be tied into further qualifications or targets. Resolved: Unanimously Approved</p> <p><u>Staff Member B</u>: It was proposed by the Chairman that the post of Deputy Clerk be approved and that, subject to acceptance of the post, the salary increase be approved. The salary increase is to be backdated to 1st September 2025. Resolved: Majority Approved</p> <p><u>Staff Member C</u>: It was proposed by the Chairman that Staff member C will receive a salary increase; to be backdated to 1st November 2025. Resolved: Unanimously Approved</p> <p>F. Variation of Contracts The Personnel Committee discussed the Variation of Contracts. Following discussions It was proposed by the Chairman that the Variation of Contracts be approved, subject to the approved salaries reflecting the variation in the contracts. Resolved: Unanimously Approved</p>

	The clerk is to write to the relevant staff members in relation to the Variation of Contracts and the increase in salaries. Resolved: Unanimously Approved
	6.3 To note an Appeal Panel decision NOTED
	6.4 To note staff sickness & follow up actions NOTED
	6.5 To document remote work arrangements and plan for future requests Discussions occurred regarding remote work arrangements (working from home). The prevailing view was that this should be taken on a 'case-by-case' basis. NOTED
7	<u>HEALTH & SAFETY AND HUMAN RESOURCE</u>
	To consider and decide on quotes A-F for health & safety and human resources companies to commence April 2026
	The Personnel Committee reviewed the various quotes and it was proposed and seconded that Citation would be the Human Resources and Health & Safety organisation for the council from 1 st April 2026 for 3 years. Resolved: Unanimously Approved
8	<u>APPRAISALS FEBRUARY 2026</u>
	A. To consider and decide on Personnel Committee members undertaking Appraisals in February/March 2026 It was proposed by the Chairman that Councillors Roger Holmes and Tasha Saunders undertake the staff appraisals, with the clerk. Resolved: Unanimously Approved
	B. To decide on dates for the Appraisals It was proposed by the Chairman that the dates for the appraisals will be between Monday 2 nd February 2026 and Friday 20 th March 2026. This is to take account of staff leave. Resolved: Unanimously Approved
	DATE OF NEXT MEETING - TO BE DECIDED Chairman confirmed that the next meeting will be decided at a later date

The meeting ended at 3.30pm

Signed:.....

Date:.....