Town Clerk: C Lines

Deputy Clerk: Mrs L Bendall

Lydney Town Council

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

23rd October 2026

SUMMONS

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

Dear Councillor,

You are hereby summoned to attend an **Extraordinary Meeting of the Personnel Committee** to be held on **Thursday 29th October 2026 at 14.00pm 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 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.

	ELECTION OF CHAIR OF PERSONNEL COMMITEE
	To elect a Councillor to serve as Chair of the Personnel Committee
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 **Monday 15th June 2026**.
5.	**STAFFING MATTERS**
5.1	To discuss Staff A probation
5.2	To discuss Staff B probation
5.3	To review current staff training analysis
5.3	To review First Aid Trained staff
5.4	To discuss staff roles.
5.5	To discuss current arrangements for staff on call
5.6	To discuss and agree future actions for staff welfare and zero tolerance of abuse.
6.	Citation HR and Health and Safety Contract
	To discuss and consider the current contract terms and conditions and to suggest further action.
7.	Safeguarding and DBS
	To note introduction of DBS to Councillors and implementation of Safeguarding awareness training.
	DATE OF NEXT MEETING - TO BE DECIDED

END