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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

Councillor Lesley Howes - Chairman
Councillor Sue Butterfill – Vice-Chairman
Councillor Anita Barham
Councillor Lorna Cross
Councillor Dr Jo Harman
Councillor Peter Harman
Councillor Peter Harris
Councillor Maurice Weet

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

3 December 2020 at 11.00am

at: The Council Offices, The Grove, Swanscombe, DA10 0GA

**Graham Blew
Town Clerk**

Dated: 26 November 2020

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 9 onwards.

This virtual meeting will be conducted via Zoom. Should any member of the public or outside organisation wish to gain access to this online meeting then they will need to input the following details:

<https://us02web.zoom.us/j/81161405507?pwd=ZjBHSmF0YVdreDBocENjRCs3T1hUdz09>

Meeting ID – 811 6140 5507

Password – 200574

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.



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A G E N D A

- * **PLEASE BE AWARE THAT AS PER STANDING ORDER 23 f) NO SUBSTITUTE MEMBERS ARE ALLOWED FOR THE PERSONNEL COMMITTEE.**

1. Apologies for absence.
2. Declarations of Interest in Items on the Agenda.

As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

3. To receive items deemed urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
4. To confirm and sign the Minutes of the Meeting held 28 September 2020 (*Town Council 15 October 2020*) (p).
5. **APPRENTICESHIP SCHEME (p).**

Please see the attached report.

Recommended: To decide whether the apprentice scheme should be fully investigated for possible future recruitment within the Parks Department, and allocate an appropriate budget for this.

6. **STAFF APPRAISALS 2019 – 2020.**

The Town Clerk has given all the appropriately experienced staff (ones that had passed their probationary periods), that report to him, the opportunity to undertake an appraisal for the 2019 - 2020 period.

Recommended: To note.

7. TERMS OF REFERENCE (ToR).

The Personnel Committee Terms of Reference include:

The Committee shall meet in April/May and October each year and as required throughout the remainder of the year

Financial Regulation 4.4 includes:

The salary budgets are to be reviewed at least annually in November for the following financial year by the Personnel Committee

Members are asked to agree to amend the Terms of Reference and move the October meeting to November.

Recommended: To amend the ToR and change October to November.

8. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

9. TOWN CLERKS APPRAISAL 2019 – 2020 (p).

Please see the attached confidential report.

Recommended: To agree and finalise the Town Clerks appraisal 2019 - 2020.

10. STAFFING MATTERS (p).

Please see the attached confidential report.

Recommended: To note.

11. STAFFING BUDGET 2021 – 2022 (p).

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.



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Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe town council.gov.uk>

