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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

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

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Tuesday 23 November at 12.00pm

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

Graham Blew

Graham Blew
Town Clerk

Dated: 17 November 2021

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 7 onwards.

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.

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 (*Local Government Act 1972, s.85*).
2. Declarations of Interest in Items on the Agenda (*Localism Act 2011, s.31*).

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 12 August 2021 (*Town Council 7 October 2021*) (*Local Government Act 1972, Sch 12, Para 41(1)*).

5. COMPLAINT HANDLING PROCEDURE (p).

The attached policy includes draft additions regarding Unreasonable and Vexatious Complaints and Anonymous Complaints.

Recommended: To agree and include the draft additions, as detailed, to the Complaints Handling Procedure.

6. 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.

7. STAFFING MATTERS (p).

Please see the attached confidential report.

Recommended: To note.

8. STAFFING BUDGET 2022 – 2023 (p).

Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee.

Please see the attached confidential report.

Recommended: To endorse the Staffing Budget 2022 – 2023 as per the confidential report.



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

