



© 2009

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

Thursday 12 August 2021 at 2.00pm

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

Graham Blew
Town Clerk

Dated: 6 August 2021

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.

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.
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 3 December 2020 (*Town Council 14 January 2021*) (p).

5. ABSENCE MANAGEMENT POLICY (p).

The attached draft policy, which has been formulated in consultation with Southeast Employers (SEEMP), is provided for members consideration. This would be used in conjunction with the Town Councils current Capability Procedure when dealing with both short and long term absences.

Recommended: To agree and adopt the Absence Management Policy.

6. STAFF APPRAISALS 2020 – 2021.

The Town Clerk has undertaken appraisals for all the appropriately experienced staff (ones that had passed their probationary periods), that report to him.

Recommended: To note.

7. TOWN CLERKS APPRAISAL 2020 – 2021 (p).

Further to minute 143/20-21 members are informed that the Town Clerks appraisal was undertaken by the Chairman and Vice-Chairman of the Personnel Committee on 26 May 2021.

Recommended: To note the completion of the Town Clerks Appraisal process for 2020 – 2021.

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. STAFFING MATTERS (p).

Please see the attached confidential report.

Recommended: To note.

10. PAY CLAIM 2021 - 2022.

As part of its Terms of Reference the Personnel Committee are required to:

“Exercise functions of the Council on question of levels of pay and salary settlements for all staff employed by the Council.”

The 2021 – 2022 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

The pay award would be dated from 1 April 2021.

Recommended: To discuss and advise accordingly.



You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

