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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## PERSONNEL COMMITTEE.

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

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Tuesday 1 November 2022 at 11.00am**

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



Graham Blew  
Town Clerk

Dated: 27 October 2022

**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 (*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 on 19 May 2022 (*Town Council 21 July 2022*) (*Local Government Act 1972, Sch 12, Para 41(1)*).
5. **RISK ASSESSMENTS 2022 - 2023.**

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

*Exercise functions of the Council in relation to staff health and safety and risk assessments.*

The Risk Assessments, including Fire Risk Assessments, carried out for 2022 – 2023 are enclosed for members' consideration.

**Recommended:** To note and endorse the Risk Assessments, including Fire Risk Assessments, carried out for 2022 – 2023.

6. **SCHEDULE OF INTERNAL CONTROLS (p).**

Members are asked to endorse the Schedule of Internal Controls.

**Recommended:** To endorse the Schedule of Controls as detailed.

7. **STAFFING MATTERS.**

Employee 60 resigned on 15 August with a last day of service being 15 September 2022. The post has been advertised and recruitment is ongoing and will hopefully be completed in due course.

**Recommended:** To note.

**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.

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

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

**9. HOLIDAY ENTITLEMENT (p).**

Please see the attached confidential report.

**Recommended:** To approve the recommendation of the confidential report.

**10. STAFFING BUDGET 2023 – 2024 (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 2023 – 2024 as per the confidential report.

**11. APPRENTICESHIP SCHEME / PARK STAFFING UPDATE (p).**

Please see the attached confidential report.

**Recommended:** To approve the recommendation of the confidential report.



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

