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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

Thursday 19 May 2022 at 11.00am

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



Graham Blew
Town Clerk

Dated: 12 May 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 23 November 2021 (*Town Council 9 December 2021*) (*Local Government Act 1972, Sch 12, Para 41(1)*).

5. STAFF ISSUES.

Further to minute 281/21-22 the post was advertised, and interviews were held with Employee 69 being appointed and starting on 31 January 2022 with a probationary period ending on 31 July 2022.

Recommended: To note.

6. STAFF APPRAISALS 2021 – 2022.

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 2021- 2022 period.

Recommended: To note.

7. TOWN CLERKS APPRAISAL 2021 – 2022 (p).

As previously agreed, minute 143/20-21, the Town Clerks appraisal was undertaken by the Chairman on 31 March 2022 (the Vice-Chairman was under dispensation from attending meetings for a six-month period commencing 28 October 2021 (minute 251/21-22.)).

Recommended: To note the completion of the Town Clerks appraisal.

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. PAY CLAIM 2022 - 2023.

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 2022 – 2023 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2022.

Recommended: To discuss and advise accordingly.

10. SPINAL POINT INCREASES (p)

Please see the attached confidential report which details the SP increase awarded by the Town Clerk, and taking into account the Appraisal Process, as per minute 520/16-17. The SP increases take effect from 1 April 2022.

Recommended: To note and endorse the SP increase as detailed in the confidential report.



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

