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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

Councillor Peter Harman - Chairman
Councillor Dawn Johnston – Vice-Chairman
Councillor Anita Barham
Councillor Lorna Cross
Councillor Ann Duke
Councillor Peter Harris
Councillor Alan Reach
Councillor Elizabeth Wickham

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 23 November 2023 at 11.30am

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

Graham Blew

**Graham Blew
Town Clerk**

Dated: 17 November 2023

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.

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849



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 26 April 2023 (p) (*Town Council 20 July 2023*) (*Local Government Act 1972, Sch 12, Para 41(1)*).

5. STAFFING MATTERS.

Following the new post being advertised and interviews being held on 5 July 2023, Employee 72 began on 7 August 2023 and has settled in very well with no reported issues. The probationary period is scheduled to end on 7 February 2024.

Recommended: To note.

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 BUDGET 2024 – 2025 (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 2024 – 2025 as per the confidential report.



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

