



© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

Councillor Ms L M Cross (Chairman)
Councillor Mrs L Manchester (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor R J Lees
Councillor D J Mote
Councillor B E Read
Councillor Mrs I A Read

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

11 April 2018 at 11.00am.

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

**Graham Blew
Town Clerk**

Dated: 5 April 2018

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting for item 8 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.

AGENDA

- * **PLEASE BE AWARE THAT AS PER STANDING ORDER 23 f) NO SUBSTITUTE MEMBERS ARE ALLOWED FOR THE PERSONNEL COMMITTEE.**

1. To receive apologies for absence.
2. To declare interests in items on the agenda.

At the Chairman's discretion, the meeting will be adjourned at this point to accept questions from the public.

3. To receive items deemed urgent / 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 26 October 2017 (*Town Council 14 December 2017*).

5. STAFF ISSUES.

Employee 64 resigned with a last day of service of 9 February 2018 (joined 5 April 2017). The recruitment process was carried out and interviews were held on 7 March 2018 resulting in a new employee being appointed with a start date of 26 March 2018.

Unfortunately Employee 7 has had to undergo an operation which resulted in an unexpected absence. To minimise the effect, both operationally and financially, arrangements were made for a contractor to undertake the site checks and litter picks and also the ad hoc use of another contractor for day WORK (*both reported in to RLA 22 March 2018*)

Recommended: To note.

6. STAFF APPRAISALS 2017 – 2018.

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 2017- 2018 period.

Recommended: To note.

7. 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.

8. TOWN CLERKS APPRAISAL 2017 – 2018 (p).

As previously agreed, minute 119/15-16, the Chairman and Vice-Chairman of the Personnel Committee were invited to undertake the Town Clerks appraisal on 13 March 2018. Members are asked to agree and finalise the appraisal.

Recommended: To agree and finalise the Town Clerks appraisal 2017 - 2018.

9. PAY CLAIM 2018 - 2019.

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 2018 – 2019 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 2018.

Recommended: To discuss and advise accordingly.

10. SPINAL POINT INCREASES (p)

Please see the attached confidential report which details the SP increases awarded by the Town Clerk as a result of the Appraisal Process, and as per minute 520/16-17. The SP increases take effect from 1 April 2018.

Nb.

As previously agreed, and included in minute 520/16-17: *the Personnel Committee be responsible for consideration of any increases/awards for the Town Clerk.*

Recommended: To note and endorse the SP increases as detailed in the confidential report and to consideration of any increases/awards for the Town Clerk.



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

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

