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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

Councillor Mrs A E D Barham - Chairman
Councillor Mrs S P Butterfill
Councillor P M Harman
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

2 April 2019 at 10.30am

or on the rising of the Heritage Sub-Committee meeting starting at 10.00am.

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

Graham Blew
Town Clerk

Dated: 27 March 2019

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

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. To elect a Vice – Chairman for the Committee.
2. 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 9 September 2018 (*Town Council 11 October 2018*).
5. **STAFF APPRAISALS 2018 – 2019.**

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 2018 - 2019 period.

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. TOWN CLERKS APPRAISAL 2018 – 2019 (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 1 March 2019. Members are asked to agree and finalise the appraisal.

Recommended: To agree and finalise the Town Clerks appraisal 2018 - 2019.

8. PAY CLAIM 2019 - 2020.

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 2019 – 2020 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 2019.

Recommended: To discuss and advise accordingly.



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

