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# 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**

**Thursday 26 October 2017 at 11.00am.**

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

Graham Blew  
Town Clerk

Dated: 19 October 2017

**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.

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

## 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 30 March 2017 (*Town Council 27 April 2017*).

### **5. RECOVERY OF OVERPAYMENT FROM EX-EMPLOYEE.**

Further to minute 516/16-17 Employee 59 settled the full amount (including court fees paid by the Town Council) with the Town Council on 5 June 2017. The Town Council then notified the Court that the claim had been settled.

**Recommended:** To note.

### **6. STAFF ISSUES.**

Employee 64 passed their probationary period on 5 October 2017 (joined 5 April 2017).

**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. WEEKDAY SITE/PLAY EQUIPMENT CHECKS AND LITTER PICKING (p).**

Please see the attached confidential report.

**Recommended:** That the contents of the report be noted.

**9. WAIVING OF FINANCIAL REGULATIONS.**

In accordance with Financial Regulation 11 d) members are asked to agree to waive Financial Regulations to enable a price to be negotiated without competition due to the uniqueness of the role and to ensure continuity of service and to obtain best value.

**Recommended:** To waive Financial Regulations to enable a price to be negotiated without competition due to the uniqueness of the role and to ensure continuity of service and to obtain best value.

**10. WEEKDAY SITE/PLAY EQUIPMENT CHECKS AND LITTER PICKING (p).**

Please see the attached confidential report.

**Recommended:** That the specification/agreement to carry out the weekday site/play equipment checks and litter picking by the contractor currently undertaking the Out of Hours Park Keeper role be used/ signed.

**11. HONORARIUM PAYMENTS – UNAUTHORISED ENCAMPMENT (p).**

Please see the attached confidential report.

**Recommended:** To endorse the actions of the Town Clerk in awarding the honorarium payments.



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

