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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

Councillor Peter Harman - Chairman
Councillor Sue Butterfill – Vice-Chairman
Councillor Anita Barham
Councillor Lorna Cross
Councillor Dr Jo Harman
Councillor Peter Harris
Councillor Lesley Howes
Councillor Maurice Weet

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

28 September 2020 at 11.00am

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

**Graham Blew
Town Clerk**

Dated: 23 September 2020

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.

This virtual meeting will be conducted via Zoom. Should any member of the public or outside organisation wish to gain access to this online meeting then they will need to input the following details:

<https://us02web.zoom.us/j/87946101822?pwd=SnV5UmVzZzRiR1ErVSthVVJGbHhMdz09>

**Meeting ID – 879 4610 1822
Password – 172179**

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. Apologies for absence.
2. Declarations of Interest 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 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, outside of the meeting, the Minutes of the Meeting held 2 April 2019 (*Town Council 25 April 2019*).
5. **ASSISTANT TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER – CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA) (p).**

The Assistant Town Clerk / Responsible Financial Officer passed the CiLCA in November 2019. Having a qualified Town Clerk is one of the criteria that needs to be met for a council to attain the General Power of Competency and, this now means that the Town Council has x2 officers with the CiLCA qualification.

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 MATTERS (p).

Please see the attached confidential report.

Recommended: To note and endorse the actions taken.

8. PAY CLAIM 2020 - 2021.

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 2020 – 2021 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

The pay award would be dated from 1 April 2020.

Recommended: To discuss and advise accordingly.



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

