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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

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

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 30 March 2017 at 11.00am.

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

Graham Blew
Town Clerk

Dated: 23 March 2017

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting for item 9 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. 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 1 March 2016 (*Town Council 28 April 2016*).

5. CAPABILITY PROCEDURE – REVIEW (p).

Attached are suggested amendments to paragraph 4.1.2 and 4.1.3 of the Capability Procedure, which give added clarity to how issues regarding employee's performances are dealt with.

Recommended: To agree to the suggested amendments to paragraph 4.1.2 and 4.1.3 as shown.

6. STAFF ISSUES (p).

The attached staffing issues have been dealt with since the previous meeting:

Recommended: That the item be noted and the Town Clerks actions in dealing with these issues be endorsed.

7. TERMS OF REFERENCE (ToR).

The current ToR state that "The Committee shall meet as required"

As part of the Town Clerks appraisal the timing of appraisals was identified as requiring adjustment as it was felt to be more appropriate for the appraisal process to follow the municipal year and cover the 12 month periods from April to April. This would then enable the Personnel Committee to set meeting dates for April/May each year to consider any cost of living pay increases as well as any performance related pay increases.

It is suggested that the ToR be amended so that the Committee meets in April/May each year (for the reasons above) and in October each year (to consider any items that may have arisen between April and October. Obviously this would not preclude the Committee from meeting as and when circumstances required during the year.

Recommended: That the Personnel Committees Terms of Reference ("Frequency of Meetings") be amended, at the AGM, as above.

8. 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.

9. LOCAL GOVERNMENT PENSION SCHEME – PENSION FUND CONTRIBUTIONS 2017-18 ONWARDS (p).

Please see the attached confidential report.

Recommended: That the Personnel Committee note the report and its' financial impact to the Town Council.

10. CARETAKERS COVER RATES (p).

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.

11. OVERPAYMENT OF EX-EMPLOYEES (p).

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.

12. STAFF APPRAISALS.

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 2016- 2017 period.

Recommended: To note.

13. TOWN CLERKS APPRAISAL 2016 - 2017.

As previously agreed, minute 119/15-16, the Chairman and Vice-Chairman of the Personnel Committee undertook the Town Clerks appraisal on 4 November 2016.

Recommended: To agree the Town Clerks appraisal 2016 - 2017.

14. PAY CLAIM 2017 - 2018.

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 2017 – 2018 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 2017.

Recommended: To discuss and advise accordingly.

15. POLICY FOR AWARDING SPINAL POINT INCREASES (p).

Please see the confidential report.

Recommended: To discuss and advise accordingly.



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

