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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## PERSONNEL COMMITTEE.

- Councillor Peter Harman - Chairman
- Councillor Dawn Johnston – Vice-Chairman
- Councillor Anita Barham
- Councillor Lorna Cross
- Councillor Ann Duke
- Councillor Peter Harris
- Councillor Alan Reach
- Councillor Elizabeth Wickham

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

**Tuesday 14 May 2024 at 2.00pm**

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

*Graham Blew*

Graham Blew  
Town Clerk

Dated: 9 May 2024

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



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## AGENDA

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

1. Apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of Interest in Items on the Agenda (*Localism Act 2011, s.31*).

***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***

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 the Minutes of the Meeting held on 23 November 2023 (*Town Council 7 December 2023*) (*Local Government Act 1972, Sch 12, Para 41(1)*).
5. **STAFF ISSUES.**

Employee 72 began on 7 August 2023.

**Recommended:** To endorse the actions taken in the recruitment process, and training, as detailed.

6. **STAFF APPRAISALS 2023 – 2024.**

The Town Clerk has undertaken appraisals for 2023 – 2024 for all staff that report to him, (ones that had passed their probationary periods),

**Recommended:** To note.

7. **TOWN CLERKS APPRAISAL 2023 – 2024.**

As previously agreed, minute 143/20-21, the Town Clerks appraisal was undertaken by the Chairman and Vice – Chairman on 24 April 2024.

**Recommended:** To note the completion of the Town Clerks appraisal.

**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. PAY CLAIM 2024 – 2025 (p).**

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.*

Any pay award would be dated from 1 April 2024.

**Recommended:** To agree the pay award for 2024 - 2025.



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

