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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

Councillor Ann Duke - Chairman
Councillor Elizabeth Wickham – Vice-Chairman
Councillor Lorna Cross
Councillor Peter Harris
Councillor Lesley Howes
Councillor Dawn Johnston
Councillor Richard Lees
Councillor VACANCY

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 28 November 2024 at 11.30am

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

Graham Blew

**Graham Blew
Town Clerk**

Dated: 22 November 2024

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

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. 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 14 May 2024 (Minute 115/24-25, *Town Council 25 July 2024*) (*Local Government Act 1972, Sch 12, Para 41(1)*).

5. STAFFING MATTERS.

Employee 57 resigned on 6 June 2024 with a last day of service being 6 September 2024. Following the new posts being advertised and interviews being held on and 74 started on 5 August 2024 and have settled in very well with no reported issues. The probationary periods are scheduled to end on 5 February 2025.

Recommended: That the item be noted.

6. STAFFING BUDGET 2025 – 2026.

At the Town Council meeting on 24 October 2024 (Minute 115/24-25), and as part of the wider Financial Review & Estimates Process for 2025 – 2026, the following staffing budget recommendation was agreed:

That the recommendation of an initial pay rise of 2.5% be set for the 2025 – 2026 financial year be agreed, subject to a review by the Personnel Committee at its meeting in May 2025.

Recommended: To note the Staffing Budget 2025 – 2026 as per the resolution from Minute 115/24-25.

7. EXCLUSION OF THE PRESS AND PUBLIC.

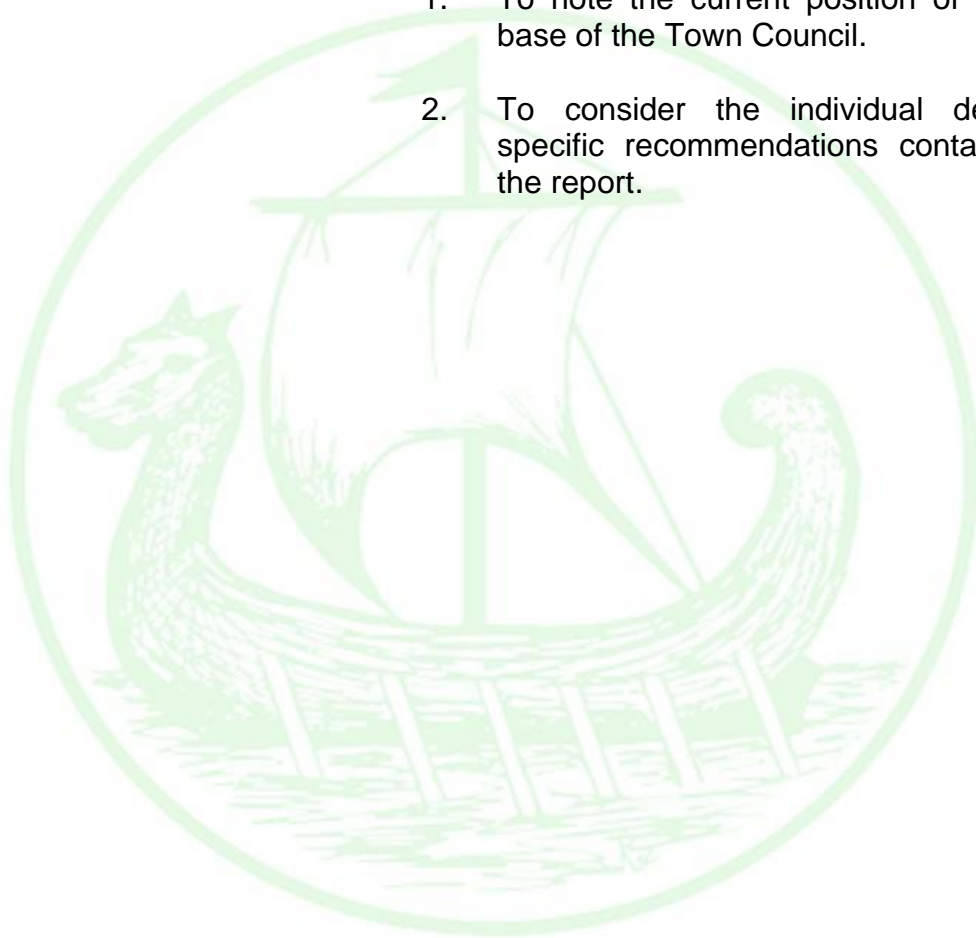
TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

8. TOWN COUNCIL STAFFING – SUSTAINABILITY REPORT (p).

Please see the attached confidential report.

Recommended:

1. To note the current position of the staffing base of the Town Council.
2. To consider the individual departmental specific recommendations contained within the report.



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

