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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 Graham Taylor

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Monday 12 May 2025 at 2.00pm

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



**Graham Blew
Town Clerk**

Dated: 6 May 2025

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 10 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 28 November 2024 (*Town Council 9 January 2025*) (*Local Government Act 1972, Sch 12, Para 41(1)*).
5. **STAFF ISSUES.**

A verbal update will be provided at the meeting.

Recommended: That the item be noted.

6. **STAFF APPRAISALS 2024 – 2025.**

The Town Clerk has undertaken the appraisals for 2024 – 2025 for all staff that report to him, (ones that had passed their probationary periods),

Recommended: To note.

7. **TOWN CLERKS APPRAISAL 2024 – 2025.**

As previously agreed, minute 143/20-21, the Town Clerks appraisal was undertaken by the Chairman and Vice – Chairman of the Personnel Committee on 7 May 2025.

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

8. PAY CLAIM 2025 – 2026 (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 will be dated from 1 April 2025.

Recommended: To agree the pay award for 2025 - 2026.

9. 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.

10. SPINAL POINT INCREASES (p)

Please see the attached confidential report which details the SP increase/s awarded by the Town Clerk, and taking into account the Appraisal Process, as per minute 520/16-17. The SP increase/s take effect from 1 April 2025.

Recommended: To endorse the SP increases as detailed in the confidential report.



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

