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SWANSCOMBE & GREENHITHE TOWN COUNCIL

PERSONNEL COMMITTEE.

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

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Wednesday 12 November 2025 at 11.00am

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



Graham Blew
Town Clerk

Dated: 7 November 2025

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 12 May 2025 (Minute 134/25-26, Town Council 24 July 2025) (*Local Government Act 1972, Sch 12, Para 41(1)*).

5. STAFFING MATTERS.

Employees 61 and 71 recently left on 13 August and 21 August respectively.

It was decided to amalgamate the x2 part-time posts into x1 full time position which was advertised and the recruitment process undertaken.

The successful applicant, Employee 75, began on 21 July 2025 and has settled in very well.

Recommended: That the item be noted.

6. STAFFING BUDGET 2026 – 2027.

In line with minute 273/24-25 (Personnel Committee 28 November 2024) and as part of the wider Estimates Process for 2026 – 2027, the following staffing budget recommendations are proposed:

Recommended:

1. *That an initial minimum pay rise of 2.5% be included in the Estimates for 2026 – 2027.*
2. *That the final staffing salary award for 2026 – 2027 be subject to a review by the Personnel Committee at its meeting in May 2026.*



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<http://www.swanscombeandgreenhithe town council.gov.uk>

