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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
VACANCY

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Wednesday 22 April 2026 at 7.30pm

or on the rising of the Planning, Major Developments, Transportation
and Environment Committee meeting which starts at 7.00pm

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

Graham Blew

Graham Blew
Town Clerk

Dated: 17 April 2026

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 5 onwards.

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849

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.

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 18 March 2026 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).

5. 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.

6. PAYROLL OUTSOURCING – DETAILED FINANCIAL & GOVERNANCE REPORT (p).

As part of the Council's wider financial governance review the Locum Responsible Financial Officer has provided the attached report for members consideration.

Recommended: To discuss and advise accordingly.

7. ALIGNMENT OF STAFF PAY TO NJC STRUCTURE (2025 / 2026 BASELINE) (p).

The Locum Responsible Financial Officer has provided the attached report including recommendations to support Council in determining a future pay structure.

Recommended: To discuss and advise accordingly.

8. TOWN CLERK / RFO BENCHMARKING (p).

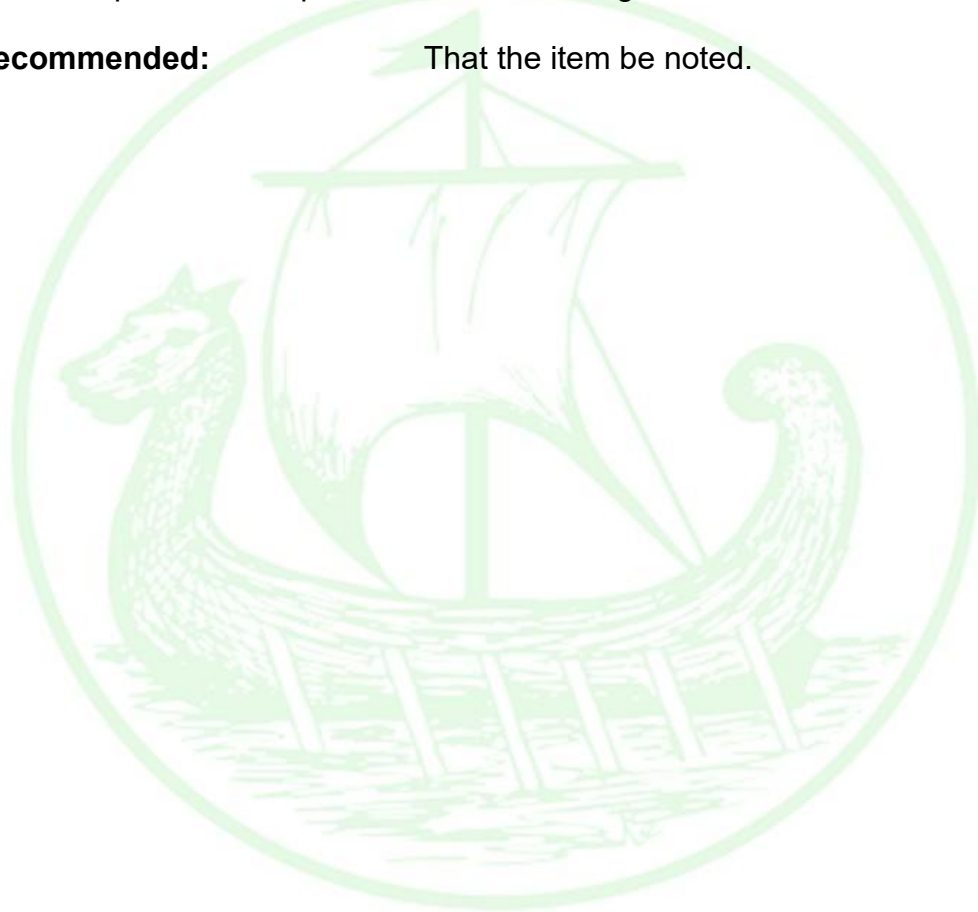
The Locum Responsible Financial Officer undertook a benchmarking exercise for the Town Clerk / RFO post and the report is attached for members consideration.

Recommended: That the role be benchmarked, as detailed in the report, and advertised.

9. STAFFING ITEMS / UPDATE.

A verbal update will be provided at the meeting.

Recommended: That the item be noted.



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

