

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

1<sup>st</sup> July 2022

Dear Councillor

**Personnel Committee**

A meeting of the above Committee will be hosted at the **TOWN HALL, HIGH STREET, SWANAGE** on **WEDNESDAY, 6<sup>th</sup> JULY 2022** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Dr M K Ayres*

Town Clerk.

To the Town Mayor and Deputy Mayor,  
Councillor Trite and Councillors Bonfield  
and Moreton.

---

**PLEASE NOTE: 15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 9.30 A.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- at the earliest opportunity notify the Council of your intention to attend by e-mail [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk) or telephone 01929 423636, because capacity will continue to be carefully managed to avoid crowded situations;
- take a lateral flow test prior to the meeting;
- stay at home if you receive a positive test result or if you have COVID-19 symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- wear a face covering upon entry until seated;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

---

**A G E N D A**

1. Apologies.
2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).

3. Items of Information and Matters for Forthcoming Agendas.
- \* 4. To consider outcome of job evaluation of posts further to recommendations in LGRC Staffing Review, and confirmation of approval of revised staffing structure (subject to staff consultation). (Briefing note enclosed).
- \* 5. To consider review of Salary and Grading Structure, further to Minute No. 4 of the Personnel Committee Meeting held on 30<sup>th</sup> July 2021. (Briefing note enclosed).
6. Date of next meeting – 9.30 a.m. Wednesday 14<sup>th</sup> September 2022.
- \* Under Standing Order No. 1 c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda items 4 and 5 (due to data protection requirements).