

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

4th February 2021

Dear Councillor

Personnel Committee

A meeting of the above Committee will be hosted on the Zoom platform on **TUESDAY, 9th FEBRUARY 2021** at **11.00 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 Foster
and Moreton.

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 paragraphs 9 – 13 of the Council’s Code of Conduct and regulations made under chapter 7 of the Localism Act 2011).
3. To consider draft revised Leave Policy, further to Minute No. 4 of the Personnel Committee held on 3rd November 2020. (Copy enclosed).
4. Items of Information and Matters for Forthcoming Agendas.
- * 5. To consider revisions to job descriptions and staffing structure within the Operations Department. (Briefing note enclosed).
6. Date of next meeting.
- * 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 item 5 (due to data protection requirements).

PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 11.00 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.

IF YOU WISH TO ASK A QUESTION, OR TO VIEW THE OPEN AGENDA ITEMS VIA ZOOM, THEN PLEASE E-MAIL admin@swanage.gov.uk NOT LATER THAN 4.00 P.M. ON MONDAY 8TH FEBRUARY 2021 TO REQUEST THE LOG-IN DETAILS FOR THE MEETING.
