

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

6<sup>th</sup> January 2020

Dear Councillor

**Personnel Committee**

An extraordinary meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **FRIDAY, 10<sup>th</sup> JANUARY 2020** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Cllr W.S. Trite*

Chairman

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. Job Evaluation-  
a) Review of post OPS1 (Information enclosed)
  4. Date of next meeting – Wednesday 19<sup>th</sup> February 2020
- \* 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 3 (in relation to financial and contractual information regarding a specific Council employee).

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**PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 9.30 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

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