

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

31 October 2019

Dear Councillor

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 6th NOVEMBER 2019** at **4.00 p.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 staffing structure and preliminary employee budget for the 2020/21 financial year. (Information enclosed)
4. To consider additional holiday to cover Christmas shutdown 2019 and to give consideration to making a one-off non-consolidated payment (Briefing note enclosed)
5. To consider Relocation Policy (Briefing note enclosed)
6. Items of Information and Matters for Forthcoming Agendas
- * 7. Job Evaluation-
 - a) Review of post TIC1
 - b) Review of post OPS25
 - c) Review of Operations Department – other matters (Information enclosed)

8. Date of next meeting – Wednesday 19th 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 7 (in relation to financial and contractual information regarding specific Council employees).

PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 4.00 p.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.
