

**SWANAGE TOWN COUNCIL**

A.J. LEESON  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

3<sup>rd</sup> April 2008

Dear Sir/Madam

**Personnel Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 9<sup>th</sup> APRIL 2008** at **2.15 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Alan Leeson*

Town Clerk.

To The Town Mayor and Deputy Mayor,  
Councillors Bright, Mrs Gainsborough, Gloyn-Cox  
and Trite.

**A G E N D A**

1. Apologies.
  2. Pension Scheme – Policy. (Briefing Note enclosed).
  - \* 3. Job Evaluation Scheme. (Briefing Note to follow).
  - \* 4. Staffing Structure – Proposals. (Details enclosed).
  5. Items of information and matters for forthcoming agendas.
  6. Date of next meeting.
- \* Under Standing Order No. 67, 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 the items marked \*.

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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  
MEETING**

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