

SWANAGE TOWN COUNCIL
A.J. LEESON
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

26th July 2007

Dear Sir/Madam
Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **THURSDAY, 2nd AUGUST 2007** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Alan Leeson

Town Clerk.

Copies to all Councillors and Departmental Managers

A G E N D A

1. Apologies.
2. Range and scope of Personnel Committee responsibilities.
3. Setting of Personnel Committee's priorities
 - Staff Grievance
 - Review of Staff Handbook and Policies (Copy Enclosed).
4. Review and monitoring of objectives
5. Date of next meeting.

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