

**SWANAGE TOWN COUNCIL**

A.J. LEESON  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

12<sup>th</sup> November 2008

Dear Sir/Madam

**Personnel Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **MONDAY, 17<sup>th</sup> NOVEMBER 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,  
Mrs Gainsborough, Gloyn-Cox, Mrs Patrick and Suttle.

**A G E N D A**

1. Apologies.
  - \* 2. Job Evaluation Scheme – To receive and adopt report of South West Provincial Employers (Report and Briefing Note to follow).
  - \* 3. Pension Scheme – Review of Policies (Briefing Note to follow).
  - \* 4. Staff appraisal – Appointment of panel to conduct Town Clerk's appraisal (Briefing Note 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 \*.

---

**PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION  
TIME MAY BE HELD AT 2.15 p.m. PRIOR TO THE  
MEETING**

---