

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

22nd August 2018

Dear Sir/Madam

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **THURSDAY, 30th AUGUST 2018** at **10.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Martin K Ayres

Town Clerk.

To the Town Mayor and Deputy Mayor,
Councillor Morris (Chairman) and Councillors Bishop, Harris and Trite.

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 funding existing Council staff within the Operations Department to obtain driving licences. (Briefing Note enclosed).
- * 4. To consider report from South West Councils regarding re-grading of salaries of specific posts. (Briefing Note enclosed).
- * 5. To consider creation of Assistant Grounds Maintenance Supervisor post and report from South West Councils regarding salary. (Briefing Note enclosed).
- * 6. To consider recruitment to following posts and report from South West Councils regarding salaries:
 - a) Operations Manager
 - b) Administration and Communications Manager(Briefing Note enclosed).
7. Items of Information and Matters for Forthcoming Agendas.
 - (a) Review of Administration Section.
 - (b) Review of Operations Department.
8. Date of next meeting.

* 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 items 4, 5 and 6 (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 10.30 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.
