

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

12th May 2016

Dear Sir/Madam

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 18th MAY 2016** at **9.30 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,
Councillors Trite (Chairman) and Councillors Bishop,
Lejeune, Morris and Suttle.

A G E N D A

1. Apologies.
2. Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.
3. Adoption of new Staff Handbook. (To follow).
4. Tourist Information Centre – Posts – To agree job descriptions/person specifications and salaries.
5. Implementation of Living Wage.
- * 6. Town Clerk – Training Schedule.
- * 7. Grounds Maintenance Supervisor – Request for revised working pattern.
- * 8. General Operative – Post No.13 – Advanced progression through pay grade.
9. Items of Information and Matters for Forthcoming Agendas.
10. 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 the items marked *.

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