

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

25<sup>th</sup> October 2016

Dear Sir/Madam

**Personnel Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **MONDAY, 31<sup>st</sup> OCTOBER 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 Green (Chairman) and Councillors Bishop,  
Lejeune, Morris, Suttle 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 staffing structure and post list for 2017/18 financial year.
4. Additional holiday to cover Christmas shutdown 2016.
- \* 5. Consideration of request for advanced progression in salary – Post No. TIC 1. (Briefing Note enclosed).
- \* 6. To consider Report from South West Employers regarding salary scales.
- \* 7. Town Clerk – Amendment to Contract. (Briefing Note enclosed).
8. Items of Information and Matters for Forthcoming Agendas.  
(a) Local Government Pension Scheme.
9. 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 5, 6 and 7 (in relation to information regarding the employment status, and financial and contractual matters of employees).

**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.**

---