

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

12th April 2024

Dear Councillor

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, HIGH STREET, SWANAGE** on **WEDNESDAY, 17th APRIL 2024** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

M.K. Ayres

Town Clerk

To the Town Mayor and Deputy Mayor,
Councillors Trite, Bonfield and Harris.

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 9.30 A.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

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 Section 9 and Appendix B of the Council's Code of Conduct).
 3. To consider how the Town Council can implement the Defence Employer Recognition Scheme in connection with potential signing of the Armed Forces Covenant. Information can be found online - [Defence Employer Recognition Scheme - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
 4. To note amendments to Staff Handbook in response to recent legislative changes. (Summary to follow).
 - * 5. To approve changes to staffing structure and allocation of hours within Visitor Services Department for summer 2024. (Briefing note enclosed).
 - * 6. Finance Department – to consider outcome of job evaluation in respect of post TH3 and potential review of responsibilities within the department. (Briefing note to follow).
 7. Provisional date of next meeting – 9.30 a.m. 16th October 2024.
- * 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 and 6 (due to data protection requirements).