

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

8th March 2021

Dear Councillor

Personnel Committee

A meeting of the above Committee will be hosted on the Zoom platform on **FRIDAY, 12th MARCH 2021** at **10.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Dr M K Ayres

Town Clerk.

To the Town Mayor and Deputy Mayor,
Councillor Trite and Councillors Foster
and Moreton.

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. Items of Information and Matters for Forthcoming Agendas.
- * 4. To consider revisions to job descriptions and staffing structure within the Operations Department. (Briefing note to follow).
- * 5. To consider undertaking a review of Central Services and the Council’s administration posts.
6. 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 and 5 (due to data protection requirements).

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.

IF YOU WISH TO ASK A QUESTION, OR TO VIEW THE OPEN AGENDA ITEMS VIA ZOOM, THEN PLEASE E-MAIL admin@swanage.gov.uk NOT LATER THAN 4.00 P.M. ON THURSDAY 11TH MARCH 2021 TO REQUEST THE LOG-IN DETAILS FOR THE MEETING.
