

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

23rd November 2022

Dear Councillor

Personnel Committee

A meeting of the above Committee will be hosted at the **TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY, 28th NOVEMBER 2022** at **10.00 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,
Councillor Trite and Councillors Bonfield
and Harris.

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 10.00 A.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- at the earliest opportunity notify the Council of your intention to attend by e-mail admin@swanage.gov.uk or telephone 01929 423636, because capacity will continue to be carefully managed;
- stay at home if you feel unwell and/or have Covid symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

AGENDA

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 preliminary employee budget for the 2023/24 financial year, incorporating proposed amendments to the staffing structure.
(Briefing note enclosed)
4. Items of Information and Matters for Forthcoming Agendas.
 - (a) Pay Agreement 2022/23.
 - (b) Dorset County Pension Fund Annual Employers Meeting.
- * 5. To consider outcome of job evaluation of specific posts.
(Information to follow)
- * 6. To consider review of Salary and Grading Structure, further to Minute No. 5 of the Personnel Committee Meeting held on 6th July 2022 and Minute No. 11 of the Finance & Governance Committee Meeting held on 9th November 2022.
(Briefing note enclosed)
7. Date of next meeting – 9.30 a.m. Wednesday 18th January 2023.
- * 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).