

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

22nd September 2015

Dear Sir/Madam

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **MONDAY, 28th SEPTEMBER 2015** at **9.30 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,
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. To consider staffing structure and post list. (Schedule enclosed).
- * 5. Provision of occupational health services to Swanage Town Council. (Draft Agreement enclosed).
- * 6. Consideration of request for advanced progression in salary – Post No. 7.
7. Items of Information and Matters for Forthcoming Agendas.
8. 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.**
