



GILLINGHAM TOWN COUNCIL STAFF AND SALARIES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Dear Sir/Madam

All members are summoned to attend a meeting of the Staff and Salaries Committee in the Jubilee Room, Town Hall, School Road, Gillingham, on **Monday, 19th November 2018 at 6.00pm.**

Attawkins.

14th November 2018

Julie Hawkins, Town Clerk

All in attendance should be aware that filming, recording, photographing or otherwise being reported about may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

AGENDA

1. To receive apologies for absence.
2. To approve the minutes of the meeting held on the 15th October 2018.
3. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27, regarding disclosable pecuniary interests.
4. To approve the Minutes of the meeting held on 16th April 2018 as requested in the Internal Audit dated 23rd October 2018 (Only the front page of two pages had been signed).
5. In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of the following items 6(a) though to 6(j) inclusive.
6. **Staff Matters**
 - a) To receive a list of salaries and wages cheques and associated accounts for the month of November 2018 (attached).
 - b) To receive and consider a report on the underpayment of pension contributions by both employer and employees that has occurred since April 2018 (attached).

Staff and Salaries Committee Agenda – Monday 19th November 2018 (continued):

6. Staff Matters (continued):

- c) To receive a report on the year to date staffing costs (to be tabled).
- d) To receive and consider the salary budget for the FY2019/20 (attached).
- e) To receive and consider draft new contracts of employment (circulated to members via email).
- f) To receive and consider a draft Employee Handbook (circulated to members via email).
- g) To receive and consider a report regarding the current horticultural staff vacancy (to follow).
- h) To receive and consider staff training requests.
- i) To receive and consider a staffing report from the Works Manager, if available.
- j) To receive and consider a staffing report from the Town Clerk, if available.

Closure.

Attached:

Agenda item no. 6(a): Cheques for Payment – November – **Members only**

Agenda item no. 6(b): Pensions Report - **Members only**

Sent to committee members via email:

Agenda item no. 6(e): Draft new contracts of employment

Agenda item no. 6(f): Draft Employee Handbook

Reports to follow:

Agenda item no. 6(g): Horticultural staff vacancy.

Agenda item no. 6(h): Staff training requests.

Agenda item no. 6(i): Works Manager's report.

Agenda item no. 6(j): Town Clerk's report.

Tabled:

Agenda item no. 6(c): Year to date staffing costs.

Agenda item no. 6(d): Proposed salary budget for the FY2019/20