

22nd October 2024

You are hereby summoned to attend a meeting of the **Personnel Committee** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Wednesday 30th October 2024 at 4.00pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.



Town Clerk

Committee Members:

Cllr Libby Ancrum (Chair)	Cllr Lise Michaelides
Cllr Tony Clayton	Cllr Nigel Wightman

Quorum minimum of three members

A G E N D A

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.
2.	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
4.	<u>MINUTES OF PERSONNEL COMMITTEE – 25TH MARCH 2024</u> To receive, adopt and sign the Minutes of the meeting of the Personnel Committee held on 25 th March 2024.

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Sevenoaks Kent TN13 3QG

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email: council@sevenoakstown.gov.uk
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5.	<p><u>NOTES OF STAFF MEETINGS</u></p> <p>To receive notes of the staff meetings held on:</p> <ul style="list-style-type: none"> • 16th April 2024 • 7th August 2024 • 16th October 2024
6.	<p><u>SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION REPORTS</u></p> <p>6.1 <u>2023/24 FINAL</u></p> <ul style="list-style-type: none"> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details <p>6.2 <u>REPORTS TO SEPTEMBER 2024</u></p> <ul style="list-style-type: none"> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details
7	<p><u>PAY OFFER AND BUDGET ASSUMPTION, AND MERIT AWARD.</u></p> <p>To note the pay offer and merit award assumptions in relation to next year's budget.</p>
8	<p><u>CHRISTMAS ARRANGEMENTS 2024</u></p> <p>To receive and consider Christmas arrangements.</p>
9	<p><u>INVESTORS IN PEOPLE 24 MONTH REVIEW</u></p> <p>To consider the 24-month review report.</p>
10	<p><u>UPDATED EMPLOYEE HANDBOOK</u></p> <p>To receive and note the updated Employee Handbook.</p> <p>SEVENOAKS TOWNCOUNCIL HANDBOOK Amended July 2024.pdf</p>
11	<p><u>TOWN CLERK'S REPORT</u></p> <p>To receive and consider the Town Clerk's report.</p>