

Tuesday 11<sup>th</sup> March 2025

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 19th March 2025 at 7pm**. 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, 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](http://sevenoakstown.gov.uk) or by request.



**Town Clerk**

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

**Committee Members:**

Cllr Libby Ancrum <b>(Chair)</b>	Cllr Lise Michaelides
Cllr Tony Clayton	Cllr Nigel Wightman

*Quorum minimum of three members*

**PUBLIC QUESTIONS**

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

**AGENDA**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> To receive and note apologies for absence.
<b>2</b>	<b>REQUESTS FOR DISPENSATIONS</b> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
<b>3</b>	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest from members in respect of any items of business included in this report.

<b>4</b>	<b>MINUTES OF MEETING OF Personnel Committee</b> To receive, adopt and sign the Minutes of the Meeting of the Personnel Committee held on 30th October 2024 as a true record.
<b>5</b>	<b>NOTES OF STAFF MEETINGS</b> To receive notes of the staff meetings held on: <ul style="list-style-type: none"> <li>• 17<sup>th</sup> December 2024</li> <li>• 13<sup>th</sup> February 2025</li> </ul>
<b>6</b>	<b>SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION REPORTS</b> <u>REPORTS TO FEBRUARY 2025</u> <ul style="list-style-type: none"> <li>i) Staffing Details</li> <li>ii) Pension Details</li> <li>iii) Absence Details</li> <li>iv) Turnover Details</li> </ul>
<b>7</b>	<b>STAFF ANNUAL COST OF LIVING &amp; MERIT PAY INCREASES</b> To consider and agree cost of living pay rise as of 1st April 2025 (for all staff meeting the criteria).
<b>8</b>	<b>SEVENOAKS TOWN COUNCIL STAFF HANDBOOK</b> To note Handbook has been updated in respect of the new positive duty for councils to prevent sexual harassment in the workplace, which came into effect on 26 October 2024.
<b>9</b>	<b>TOWN CLERK'S REPORT</b> To receive and consider the Town Clerk's report.
<b>10</b>	<b>PRESS RELEASE</b> To consider any agenda item, which would be considered appropriate for a press release

## Minutes of the Personnel Committee held on Wednesday 30<sup>th</sup> October 2024

In the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Meeting Commenced: 4.00 p.m.

Meeting Concluded: 5.30 p.m.

Committee Members:

Cllr Libby Ancrum, <b>Chair</b>	Present	Cllr Lise Michaelides	Present
Cllr Tony Clayton <b>Vice-Chair</b>	Apologies	Cllr Nigel Wightman	Present

Cllr Victoria Granville	Substitute for	Cllr Tony Clayton
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In Attendance: Town Clerk

There were no members of the public present.

**386 Apologies for Absence:** as indicated above.

**387 Requests for Dispensations**  
There were no requests for dispensations.

**388 Declarations of Interest**  
There were no declarations of interest.

**389 Minutes of Personnel Committee Meeting – 25<sup>th</sup> March 2024**  
**RESOLVED:** To receive and sign the Minutes of the Personnel Committee held on 25<sup>th</sup> March 2024 as a true record.

**390 Notes of Staff Meetings held on 16<sup>th</sup> April, 7<sup>th</sup> August and 16<sup>th</sup> October 2024**  
The Committee received and considered the notes of the staff meetings held on 16<sup>th</sup> April, 7<sup>th</sup> August and 16<sup>th</sup> October 2024.

**391 Sevenoaks Town Council Staff – HR Management Information Reports**

**391.1 Reports to March 2024**  
Councillors received and considered the information in the following reports:

- i) Staffing details
- ii) Pension details
- iii) Absence Details
- iv) Turnover Details

**391.2 Reports to September 2024**  
Councillors received and considered the information in the following reports:

- i) Staffing details
- ii) Pension details
- iii) Absence Details

## Minutes of the Personnel Committee held on Wednesday 30<sup>th</sup> October 2024

### iv) Turnover Details

**RESOLVED:** That the HR Management Information set out in the reports to March 2024 and September 2024 be received and noted.

### **392 Pay Offer, Budget Assumptions and Merit Award**

The Committee noted that the National Joint Council for Local Government Services has agreed on pay rates applicable from 1 April 2024 to 31 March 2025. For all spinal column points to 43, the agreed award was a flat payment of £1,290 per annum (pro rata for part-time employees). For the scale points above, the increase was 2.5%.

This assumption has been included in the draft 2025/2026 Budget. No merit rises have been built into the draft budget.

**RESOLVED:** That the following assumptions in the draft 2025/26 Budget be noted:

- i) the National Joint Council for Local Government Services agreement on pay rates applicable from 1 April 2024 to 31 March 2025
- ii) With regret due to the new flat rate increase and fiscal pressures also increased by recent government budget there was no merit increases for 2025/26.

### **393 Christmas/New Year Arrangements 2024**

Consideration was given to Christmas/New Year arrangements for the Town Council. It was noted that arrangements would be put in place for emergency cover and a list of out-of-hour numbers would be circulated to all Councillors.

**RESOLVED** that:

- 1) The Town Council offices be closed from 16:00 on Tuesday 24<sup>th</sup> December 2024 until 08:45 on Thursday 2nd January 2024 inclusive, with two days deducted from the leave entitlement of all staff
- 2) Café and House in the Basement staff be given equivalent holiday subject to the opening hours of the premises
- 3) £600 be set aside for a staff Christmas get-together and refreshments to enable the various departments to celebrate
- 4) Staff be offered one free ticket to the Holly Party at the Bat & Ball Centre on 7<sup>th</sup> December 2024.

### **394 Investors in People 24 Month Review Report**

The Committee received and considered the Investors in People 24 Month Review Report, dated 21<sup>st</sup> October 2024, together with the Town Council's Action Plan and progress to date.

**RESOLVED:** That the report be received and noted.

### **395 Updated Employee Handbook**

**RESOLVED:** That the updated Employee Handbook be received and noted.

**Minutes of the Personnel Committee held on Wednesday 30<sup>th</sup> October 2024**

**396 Town Clerk's Report**

The Committee considered the Town Clerk's Report, noting in particular:

- Staffing updates
- New Committee Structure and potential review
- Long Term staff planning
- Training
- Café staff and plans for concessions, and intermediary measures.

**RESOLVED** that the Town Clerk's Report be received and noted.

There being no further business the Chair closed the meeting.

Signed .....  
Chair

Dated .....