

Minutes of the Personnel Committee held on Wednesday 30th 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, Chair	Present	Cllr Lise Michaelides	Present
Cllr Tony Clayton Vice-Chair	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 – 25th March 2024

RESOLVED: To receive and sign the Minutes of the Personnel Committee held on 25th March 2024 as a true record.

390 Notes of Staff Meetings held on 16th April, 7th August and 16th October 2024

The Committee received and considered the notes of the staff meetings held on 16th April, 7th August and 16th 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

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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 24th 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 7th December 2024.

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

The Committee received and considered the Investors in People 24 Month Review Report, dated 21st 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.

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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

DRAFT