

**Sevenoaks Town Council**  
**Minutes of the Personnel Committee**  
**Held on 19<sup>th</sup> March 2025 at the Bat & Ball Centre at 7.00 p.m.**

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

Cllr Dr Marilyn Canet	Substituting for	Cllr Tony Clayton
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In Attendance: Cllr Peter Dixon and Town Clerk

**616. Apologies for Absence**

Noted as above.

**617. Requests for Dispensations**

There were no requests for dispensations.

**618. Declaration of Interests**

There were no Declaration of Interests.

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

**RESOLVED:** To accept and sign as a true record.

**620. Notes of Staff Meetings held on 17<sup>th</sup> December 2024 and 13<sup>th</sup> February 2025.**

**RESOLVED:** To note the Staff Meeting notes of meetings

**621. HR Management Reports**

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

It was noted that staffing absence had improved on the previous year and was well below national average.

**RESOLVED:** To note and accept the HR Reports.

**622. Staff Annual Cost of Living Pay Increases**

It was noted that the pay increases had previously been agreed by the Finance & Delivery Committee as part of the 2025 / 2026 Precept considerations.

**RESOLVED:**

- 1) To increase pay rates by £1,290 per annum (pro rata for part time employees) up to pay scale 42.
- 2) To increase pay rates above pay scale 42 by 2.5%

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- 3) To increase the outer fringe allowance in keeping with national agreement to £706 per annum.

**623. Sevenoaks Town Council Employee Handbook**

It was noted that the Handbook had been updated to reflect new legislation relating to Sexual Harassment.

**RESOLVED:**

- 1) To note and accept the revised Employee Handbook
- 2) To review at the next Personnel Committee meeting arrangements for staff attending Jury Service and being involved in Reserve Forces.

**624. Town Clerk's Report**

The Committee received and considered the Town Clerk's Report which had been circulated prior to the meeting and contained information relating to:

- i) Review of Committee Structure and resource implications
- ii) Part Time Town Clerk's Assistant
- iii) Local Government Reorganisation and potential resource implications.
- iv) Legislation and Training arrangements relating to Diversity and Sexual Harassment
- v) Personal Development Plans for Staff
- vi) Staff Information with photographs

**RESOLVED:** The part time Town Clerk's Assistant to be made a permanent position.

**625. Press Release**

There were no items considered suitable for a press release.

There being no further business the Chair closed the meeting.

Signed .....  
Chair

Dated .....