

20th October 2021

You are requested to attend a virtual meeting of a **PERSONNEL Working Party** to be held via Zoom on **Monday 25th October 2021 at 7.00pm**. 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.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Deputy Town Clerk

Committee Members:

Cllr A Eyre (Chairman)	Cllr R J Parry
Cllr A Clayton (Vice-Chairman)	Cllr S Raikes
Cllr K Bonin	Cllr C Shea
Cllr Dr JM Canet (ex officio)	Cllr E Waite
Cllr L Michaelides	

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on personnel matters to be drawn to the attention of the Committee.

A G E N D A

1. **APOLOGIES FOR ABSENCE**

To receive and note apologies for absence.

2. **REQUESTS FOR DISPENSATIONS**

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)

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web: sevenoakstown.gov.uk

Town Clerk

3. DECLARATIONS OF INTEREST

To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.

4. MINUTES OF PERSONNEL COMMITTEE – 29th MARCH 2021

To receive the minutes of the meeting of the Personnel Committee held on 29th March 2021. (Copy attached)

5. NOTES OF STAFF MEETINGS

To receive notes of the staff meetings held on

- 14th April 2021
- 25th August 2021
- 5th October 2021

6. SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION - REPORTS TO SEPTEMBER 2021

- i) Staffing Details
- ii) Pension Details
- iii) Absence Details
- iv) Turnover Details
- v) EAP Report from Wellbeing Solutions

7. CHRISTMAS ARRANGEMENTS 2021

To receive and consider Christmas arrangements report. (Copy attached)

8. RETENTION & RECRUITMENT POLICIES

To receive and consider retention and recruitment policies. (copies attached)

9. TOWN CLERK'S REPORT

To receive and consider the Town Clerk's report. (Copy attached)