

22nd March 2023

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 **Monday 28th March 2022 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. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

Committee Members:

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

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)

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

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. NOTES OF PERSONNEL COMMITTEE WORKING PARTY – 25th OCTOBER 2021 Attached
To receive and sign the Notes of the meeting of the Personnel Committee Working Party held on 25th October 2021.
5. NOTES OF STAFF MEETINGS Attached
To receive notes of the staff meetings held on:
 - 7th December 2021
 - 22nd February 2022
6. SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION - REPORTS TO FEBRUARY 2022 Attached
 - i) Staffing Details
 - ii) Pension Details
 - iii) Absence Details
 - iv) Turnover Details
7. MINIMUM LEAVE ENTITLEMENT Attached
8. STAFF ANNUAL COST OF LIVING & MERIT PAY INCREASE Attached
9. TOWN CLERK'S REPORT Attached
To receive and consider the Town Clerk's report.