

24th October 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 30th October 2023 following the meeting of the Community Infrastructure Committee which commences 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.



Town Clerk

Committee Members:

Cllr L Ancrum (Chairman)	Cllr L Michaelides
Cllr A Clayton (Vice-Chairman)	Cllr C Shea (ex-officio)
Cllr C Daniell	

A G E N D A

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2.	<u>REQUESTS FOR DISPENSATIONS</u> 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)	-
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.	-
4.	<u>MINUES OF PERSONNEL COMMITTEE – 27 MARCH 2023</u> To receive and note the Minutes of the meeting of the Personnel Committee held on 27th March 2023 which have previously been ratified.	Attached

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

Town Clerk

5.	<u>NOTES OF STAFF MEETINGS</u> To receive notes of the staff meetings held on: • 27.04.2023 • 31.05.2023 • 15.08.2023	
6.	<u>SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION REPORTS T</u> To receive and note reports.	
6.1	<u>2022/23 FINAL</u> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details	
6.2	<u>REPORTS TO SEPTEMBER 2023</u> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details	
7.	<u>EMPLOYEE ASSISTANCE PROGRAMME</u> To note report.	
8.	<u>EMPLOYEE HANDBOOK</u> To receive and note Employee Handbook.	
9.	<u>CHRISTMAS ARRANGEMENTS 2023</u> To receive and consider Christmas arrangements.	
10.	<u>TOWN CLERK'S REPORT</u> To receive and consider the Town Clerk's report.	

Minutes of the Personnel Committee held on Monday 27th March 2023
In the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.26 p.m.

Committee Members:

Cllr Andrew Eyre (Chairman)	Present	Cllr Mrs R Parry (ex-officio)	Present
Cllr Tony Clayton (Vice-Chairman)	Present	Cllr R J Parry	Present
Cllr Libby Ancrum	Apologies	Cllr S Raikes	Present
Cllr Keith Bonin	Present	Cllr Claire Shea	Apologies
Cllr Lise Michaelides	Apologies		

Substitutes

Cllr Victoria Granville Baxter	For	Cllr Claire Shea
--------------------------------	-----	------------------

In Attendance: Town Clerk

There were no members of the public present.

672 Apologies for Absence: as indicated above.**673 Requests for Dispensations**

There were no requests for dispensations.

674 Declarations of Interest

There were no declarations of interest.

675 Minutes of Personnel Committee Meeting – 24th October 2022**RESOLVED:** To receive and sign the Minutes of the Personnel Committee held on 24th October 2022 as a true record.**676 Notes of Staff Meetings held on 13th December 2022 and 15th February 2023**The Committee received and considered the notes of the staff meetings held on 13th December 2022 and 15th February 2023.**677 Sevenoaks Town Council Staff – HR Management Information Reports to January 2023**

Councillors received and considered the information in the following reports:

- i) Staffing details
Noted

ii) Pension details

A review of the staff benefits within the Legal & General pension be undertaken.

Remind LGPS that the Town Council had outstanding queries in relation to its liabilities within the scheme in different scenarios.

iii) Absence Details

Re-introduce statistics bench marking the Town Council against the national average.

iv) Turnover Details

Noted

RESOLVED: That the HR Management Information set out in the reports to January 2023 be received and noted with the above actions agreed.

678 Investors in People 2022 Accreditation

It was noted that, following re-assessment in October 2022, the Town Council had been re-awarded Investors in People accreditation. The detailed feedback and recommendation report was received and noted.

An extract from the summary states: "Sevenoaks Town Council (STC) ambition is very clear and both officers and councillors are very focused on delivering excellent services and projects to the residents of Sevenoaks within budgetary constraints. STC appears to be a council that 'punches above its weight'. For an authority of just 35 people the range and number of projects, initiatives and services it provides is truly impressive.

Feedback from people is that they are proud of the work STC does and they feel it makes a great impact on the community. Feedback from the residents and the various awards achieved suggests that external recognition is also very strong".

RESOLVED: The Councillors congratulated the Town Clerk in obtaining a positive independent report for the Investors in People Feedback Report which was received and noted.

679 Town Clerk's Report

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

i) Local Government Pension Scheme (LGPS)

RESOLVED: To remain with the status quo and obtain additional information for future review.

ii) Staffing Matters, Recruitment and Succession Planning

RESOLVED: To employ the services of SLCC Council Consultancy services for the recruitment of the RFO, and to note the outline plan for Succession Planning to be reviewed during the next financial year.

iii) Extension of Staff Short Term Contracts

RESOLVED: To agree a 6 month extension to the contracts of the Climate Change Project Officer and Heritage Engagement Officer.

iv) Historic Payroll Matter

RESOLVED: To note the historic payroll error, which was corrected on discovery, to await and review guidance from HMRC and to note that the Town Council would not be seeking to recover the small overpayment to member of staff involved.

v) Institute of International Municipal Clerks

RESOLVED: To congratulate the Town Clerk on being elected to a Director of the Institute of International Municipal Clerks.

vi) Town Clerk's Personal Development Plan

RESOLVED: To note that the Town Clerk's Personal Development Plan had been completed and that the Town Clerk's objectives were those set out in the Town Council's Priorities.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated