

Minutes of the Personnel Committee held on Monday 30th October 2023

Held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Meeting Commenced: 8.00 p.m.

Meeting Concluded: 9.11 p.m.

Committee Members:

Cllr Libby Ancrum, Chair	Present	Cllr Lise Michaelides	Present
Cllr Tony Clayton (Vice-Chair)	Apologies	Cllr Claire Shea, Mayor (<i>ex-officio</i>)	Present
Cllr Catherine Daniell	Apologies		

Substitute:

Cllr Nigel Wightman	For	Cllr Tony Clayton
Cllr Dr Marilyn Canet	For	Cllr Catherine Daniell

In Attendance: Town Clerk

There were no members of the public present.

447 Apologies for Absence: as indicated above.

448 Requests for Dispensations

There were no requests for dispensations.

449 Declarations of Interest

There were no declarations of interest.

450 Minutes of Personnel Committee Meeting – 27th March 2023

RESOLVED: To receive and sign the Minutes of the Personnel Committee held on 27th March 2023 as a true record.

451 Notes of Staff Meetings held on 27th April, 31st May and 15th August 2023

The Committee received and considered the notes of the staff meetings held 27th April, 31st May and 15th August 2023.

RESOLVED: To repeat Cyber Security Training for Councillors.

452 Sevenoaks Town Council Staff – HR Management Information Reports

453.1 Reports to March 2023

Councillors received and considered the information in the following reports:

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

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453.2 Reports to September 2023

Councillors received and considered the information in the following reports:

- v) Staffing details
- vi) Pension details
- vii) Absence Details
- viii) Turnover Details

RESOLVED: That the HR Management Information set out in the reports to March 2023 and September 2023 be received and noted.

454 Employee Assistance Programme

The Committee received and considered the Employee Assistance Programme management information reports.

RESOLVED:

To receive and note the management information reports for 1st January to 30th September 2023.

To recirculate information to Councillors about their ability to access the Employee Assistance Programme.

455 Employee Handbook

The Committee received and considered the Employee Handbook.

RESOLVED: to receive and note the Sevenoaks Town Council Employee Handbook.

456 Christmas Arrangements 2023

Consideration was given to Christmas arrangements for the Town Council.

RESOLVED that:

- 1) The Town Council offices be closed from 16:00 on Friday 22nd December 2023 until 08:45 on Tuesday 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; and
- 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 9th December.

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457 Town Clerk's Report

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

- New Council operation
- Proposed new committee structure from May 2024
- Recruitment for Deputy Open Spaces Manager, Open Spaces Committee Clerk, Social Media and Events Officer (Community Engagement Officer)
- Café operations
- Responsible Financial Officer
- Staff Cost of Living Pay Increase 2024 / 2025

RESOLVED:

To extend the current Heritage Engagement Officer post to the end of March 2024.
With budget coming from STC 2023 / 2024 budget salary underspend rather than Bat & Ball Station reserves.

For assumption purposes the Town Council to include 7% in draft budget considerations for cost of living and merit pay increases for 2024 / 2025 budget.
Once the final budget is confirmed there may be a need for a further short Personnel Committee to agree final percentage.

There being no further business the Chair closed the meeting.

Signed
Chair

Dated