

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 17th November 2014, starting at 7.45 p.m.**

Present: Cllr Stephen Arnold (Chairman), Cllr Margaret Crabtree, Cllr Richard Parry (Vice Chairman), Cllr Robert Piper, Cllr Paul Towell, Cllr Pam Walshe

In Attendance: Cllr Marilyn Canet, Cllr Andrew Eyre

Apologies for Absence: Cllr Tony Clayton, Cllr Merrill London

16. Requests for Dispensations

No requests for dispensations had been made.

17. Declaration of Interests

No further declarations of interest were made.

18. Minutes of the Personnel Committee held on 6th October 2014

RESOLVED: That the Minutes of the Personnel Committee held on 6th October 2014 be adopted and signed as a true record.

19. Staff Meeting held on 22nd October 2014

The notes of the staff meeting held on 22nd October 2014 were received and noted.

20. Sevenoaks Town Council Staff

i) Staff Turnover

The report noted that there had been no further changes to staff since the previous meeting.

ii) Staff Pension Report

The report relating to staff pensions was noted. The Town Clerk confirmed that the Responsible Financial Officer had received confirmation from KCC that the Town Council's contribution level would not rise for the next financial year.

iii) Staff Sickness Report

RESOLVED: To record in the Minutes the Councillors gratitude to staff for achieving such a good sickness record of an average of 3.8 which is a reduction on previous years and excellent compared to the national public sector of 8.1 days per annum.

8.00 p.m. Cllr Canet and Cllr Crabtree left the meeting

21. Consideration of Town Council Staff Pay Rises

The Committee read and considered the report circulated with the agenda.

RESOLVED:

- i) To reiterate recommendation for allowance of 2% pay rise within the annual budget for 2015 / 16.
- ii) To consider the percentage of pay rise in relation to inflation figures in January 2015.
- iii) During 2015 to consider a method of awarding pay rises in relation to merit, setting criteria etc. and provide information to staff.
- iv) To increase the pay of the one member of staff who was currently below the Kent Living Wage up to this level.

22. STC Priorities and Projects and STC Resources

The Town Council has set out an ambitious plan of priorities and projects and worked towards obtaining the funding to deliver these.

It is hoped that work on these projects will commence as soon as possible within current resources however as they develop it is acknowledged that this work will place a strain on the current resources available within the Town Council.

Finance Department

Due to a member of staff leaving for another job there has been the opportunity to review the staffing in this department.

RESOLVED:

- i) To update the Finance Department to include the following staff

	Staff Position	Hours	Budget
Proposed	RFO	25	
	Finance Officer	16.5	
	Finance Officer (part qualified)	20	
	Apprentice	37	
		98.50	61K

- ii) the increased budget requirement of £10k per annum is attributed to capital projects for the next two financial years.
- iii) Personnel Committee to discuss at future meetings resource provision to deliver the future projects.

23. Advice Note – Holiday Pay, Overtime and Commission

The Committee noted the advice received from Ellis Whittam on this matter.

Resolved under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

24. Health and Safety at Cemetery

The Committee received a verbal report from the Chairman of the Planning Committee relating to personnel matters.

Following the completion of the agenda items the Town Clerk updated the Personnel Committee on matters relating to the HITB Youth Café Manager.

There being no further business the Chairman closed the meeting at 9.05 p.m.

Chairman

Dated