

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 26th January 2015 from 7.00 p.m.**

Present: Cllr Stephen Arnold (Chairman), Cllr Tony Clayton, Cllr Margaret Crabtree, Cllr Merrill London, Cllr Richard Parry (Vice Chairman), Cllr Simon Raikes, Cllr Pam Walshe.

In Attendance: Cllr Andrew Eyre

Apologies for Absence: Cllr Robert Piper and Cllr Paul Towell.

25. Requests for Dispensations

No requests for dispensations had been made.

26. Declaration of Interests

Councillor Arnold and Cllr Raikes declared that they had known the temporary Finance Assistant in a personal capacity for some time.

27. Minutes of the Meeting held on 17th November 2014.

It was noted that Councillor Raikes had been present at the meeting and also that the Minutes had been accepted by the Council meeting on 1st December 2014.

RESOLVED: subject to the above amendment the Minutes were agreed to be a true record and signed by the Chairman.

28. Notes of Staff Meeting held on 16th December 2014.

As agreed at the staff meeting earlier that day a fundraising event had been held in aid of the Mayor's charities. The Mayor requested that his appreciation for this be recorded.

29. Sevenoaks Town Council Staff

i) Changes in staff since previous Personnel Committee

The report noted that there had only been one change in staff since the previous meeting.

ii) Staff Pension Report and Policies

The report was noted, in particular arrangements for the auto enrolment to take place in April 2015.

iii) Staff Sickness Report

The report was noted.

30. Consideration of Town Council Staff Pay Rises

The Committee were mindful of the resolutions made at the previous meeting in minute number 21.

RESOLVED:

i) Cost of Living Pay Rise for 2015 / 2016

1.5% be allocated to staff for a cost of living pay rise for the financial year commencing 1st April 2015.

ii) Merit Awards

0.5% be allocated for staff merit awards to be allocated at the discretion of the Town Clerk.

iii) Procedures for Future Years.

A further report be provided to the next meeting.

31. Sevenoaks Town Council Priorities, Projects and Resources.

The Committee noted the report circulated with the Agenda.

RESOLVED: To provide a permanent contract to the current temporary Finance Assistant to ensure staff succession management for the Community Centre Administrator.

32. Management and Supervisory Training

The Committee received and noted the contents of the Town Clerk's report and slides regarding the management and supervisory training which took place on 23rd October 2014.

33. Employee Handbook

RESOLVED: To approve amendments to the Employee Handbook to reflect changes in employment legislation.

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.

34. Raleys Gym Staff and Redundancies

As part of the overall Raleys development project it has been agreed that Raleys Gym will close on 31st May 2015 and the required redundancy programme is being put in place.

The Town Clerk left the meeting.

35. Town Clerk – National Terms and Conditions

RESOLVED: With regards to National Terms & Agreements, the Committee requested further current and historical information.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated