

**Minutes of the Personnel Committee Meeting held at Sevenoaks Town Council Offices  
On Monday 25<sup>th</sup> January 2016**

**Meeting Started: 7.00 p.m.**

**Meeting Concluded: 7.50 p.m.**

**Present:** Cllr R J Parry (Vice Chairman), Cllr A S Clayton, Cllr M Chakowa, Cllr A Eyre, Cllr R L Piper, Cllr S Raikes (substitute for Cllr Arnold), Cllr Mrs P C Walshe

**Apologies for Absence:** Cllr S L Arnold, Cllr P E Towell.

**In Attendance:** Town Clerk

Cllr R J Parry was Chairman for the meeting. The meeting was not recorded.

**362. Requests for Dispensations**

No requests for dispensations had been received.

**363. Declaration of Interests**

No Declaration of Interests were made.

**364. Minutes of the Meeting held on 1<sup>st</sup> June 2016.**

**RESOLVED:** The Minutes were agreed as a true record and would be signed by the Chairman.

**365. Notes of the Staff Meetings held on 21<sup>st</sup> July, 11<sup>th</sup> August, 22<sup>nd</sup> September, 3<sup>rd</sup> November, 22<sup>nd</sup> December 2015**

Copies of the notes of the meeting were circulated with the agenda and noted by the Committee.

**366. Sevenoaks Town Council Staff**

Reports relating to the following matters had been circulated with the agenda.

**366.1 Changes in Staff since Previous Personnel Committee**

**366.2 Staff Pension**

**366.3 Staff Sickness Report**

**RESOLVED:** To note the reports and once again congratulate staff on the good sickness report.

**367. Town Clerk's Report**

**367.1 2015 Christmas Meal**

It was noted that 29 members of staff attended the Christmas Meal at Zizzi on 22<sup>nd</sup> December 2015.

### **367.2 Emergency Contacts for Out of Hours, including Christmas Break**

During the Christmas break all of STC staff's out of office emails and the STC answer phone provide the public with the SDC emergency number.

SDC in turn has the appropriate STC contact numbers and if the first is not available will cascade down the list. This is the same for the alarm companies.

All funeral directors have a mobile contact for the Open Spaces & Cemetery Manager as he is 'on call' for the cemetery.

In 2014 when we had emergencies in relation to tree problems staff voluntarily reported to work.

In 2015 there were no emergency incidents during the Christmas break.

### **367.3 Staff Annual Cost of Living Pay Rise**

#### **RESOLVED:**

- I) 1% increase cost of living for all staff (except Town Clerk).
- II) The remaining 1% within budget allocation is reserved for staff merit rises and changes in apprentice situations during the financial year. E.g. a staff salary contingency.

### **367.4 Staffing Resources and Changes**

The Committee received and considered the report from the Town Clerk in relation to staffing resources and changes.

#### **RESOLVED:-**

- i) That the Town Council recruit an additional part time member of staff to assist with the maintenance of play areas.
- ii) Procedures for recruitment for replacement Responsible Financial Officer and Finance Assistant be noted. It was noted that the current Responsible Financial Officer had resigned and would be leaving the Town Council on 17<sup>th</sup> March 2016.
- iii) The Deputy Town Clerk role be extended for a further two years in recognition of her valuable contribution to the Town Council and to provide resource support to the Town Clerk during the Community Investment phase.

- iv) That the Town Council appoint one intern per year for general administration and specific projects for those time periods, subject to budget consideration and agreement delegated agreement to Town Clerk, Chairman of Personnel Committee and Chairman of Finance & General Purposes Committee.
- v) That the Town Council retrospectively adopts the attached Training Policy.
- vi) That the Town Council adopts a formal TOIL policy as attached from 1<sup>st</sup> April 2016, which includes reference to one hour worked equates to one hour TOIL and that this is included in the staff handbook, to be reviewed after six months.
- vii) To confirm agreement with the Town Councils current Medical Appointments Policy as per Employees Handbook.
- viii) To note the governance arrangements for the Town Clerk.

There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....

## **Sevenoaks Town Council**

### **TRAINING POLICY**

#### **Town Councillors**

1. On being elected all Councillors will be provided with a book of relevant information relating to the governance of the Town Council.
2. Newly elected councillors will be provided with the opportunity of attending a general training session relating to local councils normally provided by the County Association.
3. The newly elected councillors will be invited to an induction event arranged by the Chief Executive / Town Clerk.
4. All councillors will be provided with the opportunity to attend Code of Conduct training, normally provided by the Monitoring Officer.
5. All councillors will be provided with the opportunity to attend topic based training e.g. Planning normally provided by the County Association or District Council.
6. All councillors will be provided with information and or relevant training relating to new legislation relating to the sector.

#### **Town Council Staff**

1. The Town Council reviews its operational plan and priorities and the resources available, noting practical limitations to deliver on its aims.
2. The Town Council will provide information about training courses, induction programmes and development opportunities for all staff.
3. The Town Council will comply with Equal Opportunities policies and other council policies when assessing training and development needs.
4. Staff participate in six monthly appraisals, where objectives are reviewed and set to create a Personal Development Plan.

5. During the appraisal process training needs are identified if needed for the next six months.
6. Training provided will be evaluated to ensure that delivery is relevant to needs, cost effective and the quality of training is consistent.
7. Where appropriate for the position mandatory training will be required for the member of staff e.g. Food Safety or Child Protection.
8. The majority of training will be provided by professional external suppliers.
9. Some topic based training will be provided at the regular six weekly staff meetings.
10. Mentoring is also provided by experienced staff.
11. Staff attending approved training events are paid at their normal rates.
12. The Town Council is committed to providing opportunities for Modern Apprentices. Apprentices are paid £150 per week and where appropriate travelling costs and all costs related to attending college one day per week.

## Sevenoaks Town Council

### TIME OFF IN LIEU

The Council acknowledges that its employees may be required to work additional hours in order to meet the requirements of their role and/or the organisation. In recognition of this requirement, and the subsequent flexibility required of its employees, the organisation provides Time Off In Lieu (TOIL) to the employee. Staff members are required to work with their line manager to manage the accrual of TOIL appropriately and to minimise the amount accumulated whenever possible.

Time Off In Lieu (TOIL) is accrued when an employee is required to work outside of their normal core working hours, as defined by their employment contract.

The following list is not exclusive but covers the majority of reasons why an employee would accrue TOIL:-

- Meeting with councillors that cannot take place during core office hours
- Staffing an event taking place on an evening or weekend
- Travelling in the early morning or evening to attend a conference, training or external meeting.

**\*TOIL is accumulated on single time. For every one hour worked, one hour of TOIL would be accumulated.**

TOIL is only acceptable when agreed between staff and managers.

If an employee is feeling pressured to work additional hours outside of their core hours in order to meet work pressures and/or deadlines, this should be discussed with their line manager so support can be provided and working outside of core hours is avoided.

Staff should try to seek alternatives to avoid accruing excessive TOIL and to arrange meetings and travel time within core working hours whenever practical and reasonable.

Any claim for TOIL must have the prior approval of your line manager. Only in exceptional circumstances can TOIL be awarded after an event has taken place, but the employee will be required to explain to their line manager why they were not able to obtain prior approval.

Approved TOIL must be recorded on forms supplied by the Finance Department including the reason for the additional hours being worked.

**Any time in lieu accumulated should be taken within 28 days in agreement with your line manager.** If this is not possible, the employee should inform their line manager and agree a suitable date for taking time back at the discretion of the manager. Alternatively the time will be lost.

The TOIL sheet must be updated and signed by the line manager.

Requests for TOIL should be made a minimum of five days in advance. However line managers will aim to accommodate requests made at short notice for periods of two hours or less.

On leaving the Council's employment, an employee cannot receive payment in lieu of taking TOIL. Employees will be supported to be able to take any outstanding TOIL during the notice period.

It is therefore the responsibility of staff to manage their own TOIL appropriately, with the support of management.

Staff are requested to use their judgement in managing TOIL. For example if a member of staff is required to set off from home half an hour early to attend a conference, but because it finished half an hour and they are able to go home, they will not need to fill out the form to accrue and then take the TOIL as they have already cancelled out.

Reviewed: Ellis Whittam 27<sup>th</sup> November 2015

Reviewed: Ellis Whittam\* 13<sup>th</sup> January 2016

