

**Minutes of the Personnel Committee Meeting held at Sevenoaks Town Council Offices
on Monday 6 June 2016**

Meeting Started: 7.55 p.m.

Meeting Concluded: 8.15 p.m.

Present: Cllr S L Arnold (Chairman), N Busvine OBE Cllr M Chakowa Cllr A S Clayton, Cllr A Eyre, Mrs R E Parry, Cllr R L Piper, Cllr Mrs P C Walshe

Also present: Cllr E Waite

Apologies for Absence: Cllr R J Parry (Vice Chairman)

In Attendance: Deputy Town Clerk

The meeting was not recorded.

80. Requests for Dispensations

There were no requests for dispensations.

81. Declaration of Interests

No Declarations of Interest were made at the meeting.

82. Minutes of the Meeting held on 4th April 2016

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

It was **NOTED THAT**

The report relating to holiday pay for part time and casual staff would be submitted to the next Personnel Committee

83. Notes of the Staff Meeting held on 26th April 2016.

The following comments were made in relation to the notes of the staff meeting:-

8. Staff Suggestions / Chief Executive

a). It was noted that SDC Community Safety Unit, Kenwood Trust and PCSOs were patrolling the Vine after the unauthorised party in April

b). A last day of term 'Music on the Vine' concert is to be organised on Friday 22 July by Sevenoaks Town Council in conjunction with the Lewis Project

84. Sevenoaks Town Council Staff

- i) Changes in staff since previous Personnel Committee
- ii) Staff Pensions Report
- iii) Staff Sickness Report

RESOLVED:

a).To note the reports.

b).To provide anonymised statistics with regard to pensions and percentage contributions being made by employees

85. New and Updated Policies for Employee Handbook

RESOLVED:

That the following policies be adopted which have been reviewed by Ellis Whittham:-

- i]. Management and prevention of violence at work
- ii]. Safer Recruitment Policy Statement on the Application of DBS checks
- iii]. Whistleblowing Policy and Procedure

86. Training

Further to Finance & General Purposes Committee Minute no. 21d) of 18 April 2016 when it was resolved to note and act upon the observations made by the regional Accreditation Panel for the Local Council's Award Scheme in respect of Councillor training:

i] The details of KALC Councillors' Conference previously circulated to Councillors on 19 May 2016 were received.

It was **Noted**

That the Town Clerk will circulate a questionnaire to Councillors asking what type of training they would find most beneficial.

ii]. The Councillor Training matrix 2015-2019 of training already undertaken by Councillors was received and noted

87. Chief Executive / Town Clerk's Report

The Town Clerk's report was received:

i). Finance Department

The proposed re-organisation of the Finance personnel was agreed. Councillors expressed their gratitude to Esther Collens for her assistance on a casual contract basis.

ii). Incident at Knole Paddock Workshop

The Committee noted the damage caused to the messroom by the tractor and the process put in place for restoration

- i) Temporary structural supports
- ii) Structural Engineer report commissioned
- iii) Reported to insurance company
- iv) Reported to Health and Safety Consultant
- v) Tenders for repairs sought.

There being no further business the Chairman closed the meeting at 8.15pm.

Signed
Chairman

Dated