

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 23rd January 2017**

Meeting started: 7.00 p.m.

Meeting concluded: 7.33 p.m.

Present: Cllr S Arnold (Chairman), Cllr N Busvine, Cllr A S Clayton, Cllr M Chakowa, Cllr A Eyre, Cllr Mrs R E Parry (left 7.20 p.m.), Cllr Mrs P C Walshe

392. Apologies for Absence

Apologies for absence were received from Cllr R Parry, Vice Chairman and Cllr R Piper.

393. Requests for Dispensations

There were no requests for Dispensations.

394. Declaration of Interests

There were no Declarations of Interest.

395. Minutes of the Personnel Committee held on 14th November 2016

RESOLVED:

- i) It be noted that Cllr Chakowa was not present at the meeting
- ii) The Minutes be signed as a true record.

396. Notes of the Staff Meetings held on 8th November and 20th December 2016.

RESOLVED: To note the contents of the staff meetings.

397. Sevenoaks Town Council Staff Reports

- i) Changes in staff since previous Personnel Committee.
- ii) Staff pensions report
- iii) Staff sickness report.

RESOLVED: The contents of the three reports be noted.

398. Town Clerks Report

General Summary

It was noted that in general all was working well and that some planned staff recruitment needed to be addressed.

Retirement

The Town Warden is due to retire in April 2017, date to be confirmed. Recruitment would take place for original hours, pre his reduced hours from two years ago. This would also provide the Open Spaces Manager with the opportunity to review job descriptions for the two vacancies (in addition to Apprentice role).

Work Experience

The Town Council has offered long term work experience to a disabled young person in the Finance Department. This commenced week of 16th January 2017.

House in the Basement Youth Café

The loss of KCC funding for the youth café presents a real challenge for the café to remain operational and retaining staff.

RESOLVED: Should any personnel matters arise relating to the youth café these be delegated to the Chairman of Personnel Committee and Town Clerk.

399. Staff Cost of Living Pay Rise

Within the 2017 / 18 financial budget a 2% allowance had been provided for staff pay increases.

RESOLVED: As for the past two years it was agreed a 1% cost of living increase to all staff with a further 1% allocated on merit at the Town Clerk's discretion.

There being no further business the Chairman closed the meeting.

Signed

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Chairman

Dated