

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 24th July 2017**

Meeting started: 7.00 p.m.

Meeting concluded: 8.20 p.m.

Present: Cllr S Arnold (Chairman), Cllr A Eyre, Cllr Mrs R E Parry, Cllr R Parry (Vice Chairman), Cllr R Piper, Cllr E T Waite

175. Apologies for Absence

Apologies for absence were received from Cllr N Busvine OBE, Cllr M Chakowa, Cllr Mrs P C Walshe.

176. Requests for Dispensations

There were no requests for Dispensations.

177. Declaration of Interests

There were no Declarations of Interest.

178. Minutes of the Personnel Committee held on 23rd January 2017

RESOLVED: The Minutes be signed as a true record.

179. Notes of the Staff Meetings held on 21st February, 12th April and 5th June 2017.

RESOLVED: To note the contents of the staff meetings.

180. Sevenoaks Town Council Staff Reports

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

RESOLVED: The contents of the three reports be noted.

181. Town Clerks Report

General Summary

The Town Council currently had the following Apprentice Vacancies:

- i) Gardening Apprentice
- ii) Finance Apprentice
- iii) Catering Apprentice – Café on the Vine
- iv) Catering Apprentice – House in the Basement Youth Cafe

Sevenoaks Town Council continues to be ambitious with its project and increase in its activity versus limited increase of staff. Although becoming more stretched this is resulting in staff needing to be more aware of prioritising workloads. Some of the new activities result in a relative short intense increase in workloads and then once operational this reduces. The feedback from the recent Investors in People report was that staff were aware of this and on the positive side appreciated the opportunities and experiences it provided.

Unfortunately, the recent Sevenoaks in Bloom initiative was not met in this manner and management are discussing this matter and how to avoid such an issue in the future.

RESOLVED: Investigations take place relating to the Sevenoaks in Bloom initiative and appropriate action be taken if necessary.

Where there are individual personnel problems these are discussed between the Town Clerk and Chairman of Personnel Committee taking on board when relevant advice from the Town Council's HR consultant Ellis Whittam.

Regular staff meetings continue to be held and are well attended. In addition where possible weekly Senior Manager Team Meetings are held.

Work Experience

The Town Council had offered long term work experience to a disabled young person in the Finance Department. This commenced week of 16th January 2017. We are pleased to report that this young person stayed with the Town Council for several months until he obtained employment nearer to his home.

As previously agreed the Town Council will be employing an Intern for the summer of 2017. Oliver Ward is a student at Canterbury University studying Politics and International Relations. He has ambitions when finishing university to enter the Civil Service. His specific role will be to carry out Social Research relating to Town Council projects in particular the Bat & Ball Station to assist with HLF project and provide additional administrative support in the main office at a time when other staff have holidays.

House in the Basement Youth Café

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

The two part time staff had now left, aware of the situation and the part time posts were being covered by staff with casual contracts.

Staff v Councillors Croquet

Staff would like to hold this event again. Arrangements were therefore being made for the evening of 31st August 2017. 5.00 p.m. on the Vine Gardens.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated