

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 2nd October 2017**

Meeting Started: 7.20 p.m.

Meeting Concluded: 7.40 p.m.

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

294. Apologies for Absence

Apologies for absence were received from Cllr Mrs Parry and Cllr E Waite.

295. Requests for Dispensations

There were no requests for dispensations.

296. Declaration of Interests

There were no declarations of interest.

297. Minutes of the Previous Personnel Committee Meeting held on 24th July 2017.

RESOLVED: That the Minutes be accepted and signed as a true record.

298. Notes of the Staff Meeting held on 4th September 2017.

RESOLVED: To note the notes of the meeting.

299. Sevenoaks Town Council Staff.

- i) Changes in staff since previous Personnel Committee
- ii) Staff Pension Report & Policies
- iii) Staff Sickness Report

RESOLVED: To note the reports provided relating to the above and request clarification of the following matters be recorded in the Minutes:

Current Full Time Equivalent Staff (FTE)	25.80
Clarification of days of long term absence. Did this equal 18 days? Was it for one person?	LT absence is 15 consecutive working days off or longer. The total LTA days this year so far is 27 working days. It was all 1 person.

300. Town Clerk's Report

i) **Intern**

For the first time the Town Council employed an intern for the summer break. This was most successful and assisted greatly with covering staff annual leave and additional project work.

ii) **Finance Department Staff**

There had been some changes within the Finance Dept. The Sales Ledger Officer has left for another post. The Apprentice has moved to the Social Media and Event Apprentice in the main office. Recruitment was currently taking place, in the meantime temporary staffing was in place.

iii) **Caretaker**

It was noted that there was a new Caretaker in post at the Town Council Offices. It was hoped to be able to extend the hours he worked to accommodate additional tasks.

iv) **Grounds Staff**

Processes were in place to address the issues that arose during the preparations for the Sevenoaks in Bloom.

v) **Café on the Vine**

The Manager had left to start a new career and the Town Council were recruiting for a replacement.

vi) **Croquet, Staff v Councillors**

Unfortunately the weather was too bad for this to take place on the scheduled date in September. It was suggested that a Pool Championship could take place.

vii) **Employee Handbook**

The Town Council's HR Consultant was in the process of updating the Employee Handbook. Copies would be distributed to all staff and Councillors on Personnel Committee and others on request.

viii) **Councillors Training Survey**

It was hoped to progress the survey prior to the end of the year.

ix) **Christmas Arrangements**

Staff Christmas Meal

RESOLVED: That a budget of £600 be allocated for the Christmas evening meal.

Closure of Offices – Christmas / New Year Period

In previous years all Town Council Offices and Departments had been closed from Christmas Day until New Year bank holiday. It was proposed that the arrangement

continued. The exception would be if cemetery staff were required to dig / backfill a grave. Traditionally staff had two days deducted from their annual leave entitlement and the third working day was awarded to all as an extra day's leave – a gesture of Christmas goodwill.

Arrangements would be put in place for emergency cover and a list of out of hours numbers would be circulated to Councillors.

RESOLVED: The Town Council Offices and Departments be closed from 16.00 on Friday 22nd December 2017 until 08.45 on Tuesday 2nd January 2018.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated