Sevenoaks Town Council
Minutes of the meeting of the Personnel Committee

Held on 27th October 2025 at 7pm in Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 19:00 Meeting Concluded: 19:50

Present:

Cllr Libby Ancrum, Chair	Present		Cllr Lionel O'Hara	Apologies
Cllr Tony Clayton, Mayor	Present		Cllr Claire Shea, Leader & Vice-Chair	Present
Cllr Lise Michaelides	Present		Cllr Nigel Wightman	Present

In Attendance: Town Clerk

No public questions were submitted.

409 - APOLOGIES FOR ABSENCE

Noted as above.

410 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

411 - DECLARATIONS OF INTEREST

There were no Declaration of Interests.

412 - MINUTES OF MEETING OF PERSONNEL COMMITTEE MEETING HELD ON 19TH MARCH 2025

RESOLVED: To accept and sign as a true record the Minutes of the Meeting of the Personnel Committee held on 19th March 2025.

413 - NOTES OF STAFF MEETINGS

RESOLVED: To receive and note the Staff Meeting notes of meetings held on 15th April 2025 and 11th June 2025.

414 - SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION

414.1 - Reports to March 2025

Councillors received and considered the information in the following reports:

i) Staffing details

ii) Pension details

iii) Absence Details

iv) Turnover Details

414.2 - Reports to September 2025

Councillors received and considered the information in the following reports:

i) Staffing details

ii) Pension details

iii) Absence Details

iv) Turnover Details

RESOLVED: That the HR Management Information set out in the reports to March 2025 and September 2025 be received and noted.

415 - EMPLOYEE ASSISTANCE PROGRAMME (EAP) REPORT

It was noted that Sevenoaks Town Council provided a free and confidential personal assistance provided by a professional external company for staff and councillors.

RESOLVED: To receive and note the report on the Employee Assistance Programme 1st January 2025 to 30th September 2025.

416 - PAY OFFER, BUDGET ASSUMPTIONS AND MERIT AWARD

The Committee noted that the National Joint Council for Local Government Services had agreed on pay rates applicable from 1 April 2025; the agreement was an increase of 3.2%.

This assumption has been included in the draft 2026/2027 Budget. No merit rises have been built into the draft budget.

The unions had also agreed a rise to the outer fringe allowance, increasing from £706 to £729 per annum.

RESOLVED that the:

- pay offer and merit award assumptions in relation to the 2026/2027 budget be noted
- increase to the outer fringe allowance to £729 per annum be noted.

417 - STAFF & COUNCILLOR DISCOUNTS

Consideration was given to the practice of offering 10% discount to staff and councillors, as advocated by long term members of staff and in the past councillors.

RESOLVED: That the practice of offering a 10% discount to staff and councillors on Town Council facilities and functions continue to be endorsed.

418 – SEVENOAKS TOWN COUNCIL STAFF

RESOLVED: That the Sevenoaks Town Council Staff Structure and employee list be received and noted.

419 – CHRISTMAS ARRANGEMENTS 2025

Consideration was given to Christmas/New Year arrangements for the Town Council. It was noted that arrangements would be put in place for emergency cover and a list of out-of-hour numbers would be circulated to all Councillors.

RESOLVED that:

1) The Town Council offices be closed from 16:00 on Wednesday 24th December 2025 until 08:45 on Friday 2nd January 2026 inclusive, with two days deducted from the leave entitlement of all staff
2) Café and House in the Basement staff be given equivalent holiday subject to the opening hours of the premises
3) £600 be set aside for a staff Christmas get-together and refreshments to enable the various departments to celebrate
4) Staff be offered one free ticket to the Holly Party at the Bat & Ball Centre on 5th December 2025.

420 – INVESTORS IN PEOPLE

It was noted that the Town Council holds the basic "Investors in People" status. It was previously agreed to obtain this level to ensure there was an independent review of staffing provision and at the same time not to commit considerable resources to a higher level of accreditation.

It was noted that the review of the Town Council's accreditation was commencing. The staff survey would start on 5th January and close on 23rd January, with selected staff interviews being held on 28th January 2026.

The Investors in People report should be available by 18th February 2026.

RESOLVED: To receive and note the report.

421 – TOWN CLERK'S REPORT

The Committee received and considered the Town Clerk's Report which had been circulated prior to the meeting and contained information relating to:

- Diversity of current staff
- Recruitment of additional member of ground staff (including maintenance of public realm in town centre)
- Recruitment of Part Time Facility Manager
- Recruitment of Fundraising Officer

RESOLVED:

i) Subject to final budget calculations for 2026 -27 to recruit an additional member of grounds staff and a part time Facility Manager.
ii) To agree in principle to the recruitment of a Fundraising Officer for the future, details and research to be followed up.

422 - PRESS RELEASE: None

There being no further business the Chair closed the Meeting.

Signed …….. Dated ……..
Chair