

31 January 2018

You are requested to attend a meeting of the PERSONNEL COMMITTEE to be held in the Council Chamber at the address below on Monday 5 February 2018 at 7.00pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

Committee Members

Chairman: Cllr S L Arnold
Vice Chairman: Cllr R J Parry
Cllr N Busvine OBE
Cllr M Chakowa (ex Officio)
Cllr A Eyre

Cllr Mrs R E Parry
Cllr R L Piper
Cllr E T Waite
Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Committee to any personnel matters.

A G E N D A

Apologies for absence

1. REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)

2. DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

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email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

3. MINUTES
To receive and sign the minutes of the meeting of the Personnel Committee held on 2 October 2017. (Copy attached)
4. NOTES OF STAFF MEETING
To receive notes of the staff meetings held on 10th October, 12th December 2017 and 23rd January 2018. (copies attached)
5. SEVENOAKS TOWN COUNCIL STAFF
 - i]. Changes in staff since previous Personnel Committee (copy attached)
 - ii]. Staff Pensions Report & Policies (copy attached)
 - iii]. Staff Sickness Report (copy attached)
6. EMPLOYEE HANDBOOK
To receive and note new Employee Handbook reviewed by Ellis Whittham. (copy attached)
7. TOWN CLERK'S REPORT
To receive and consider the Town Clerk's report. (copy attached)