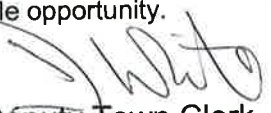


1 August 2018

You are requested to attend a meeting of the PERSONNEL COMMITTEE to be held in the Council Chamber at the address below on Monday 6th August 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.



Deputy Town Clerk

Committee Members

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

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
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 26 March 2018. (Copy attached)
 4. NOTES OF STAFF MEETING
To receive notes of the staff meetings held on 13 March, 1 May and 11 July 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. **To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.**
 7. TOWN CLERK'S REPORT
To receive and consider the Town Clerk's report. (copy attached)
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**Sevenoaks Town Council
Minutes of the Personnel Committee Meeting held on Monday 26th March 2018
In the Council Chamber.**

Meeting Commenced: 8.16 p.m.

Meeting Concluded: 8.32 p.m.

Present: Cllr S Arnold Chairman, Cllr R J Parry Vice Chairman, Cllr N Busvine OBE, Cllr A Eyre, Cllr R. Hogarth Deputy Mayor (substitute for Cllr Piper), Cllr S Raikes (substitute for Cllr Mrs Parry), Cllr E Waite, Cllr Mrs P Walshe.

In Attendance: Cllr M Canet, Cllr O Schneider

There were no members of the public present. The meeting was not recorded.

559. Apologies for Absence

RESOLVED: To accept the following apologies for absence from Cllr M Chakowa Mayor, Cllr Mrs R Parry, and Cllr R Piper

560. Requests for Dispensations

There were no requests for dispensations.

561. Declaration of Interests

There were no Declarations of Interest

562. Minutes of the Personnel Committee Meeting held on 5th February 2018.

RESOLVED: To accept and sign the Minutes as a true record of the meeting.

563. Staff Annual Pay Rise

The Committee received and considered the Town Clerk's report.

RESOLVED: All staff (not subject to disciplinary action) receive a cost of living pay increase of 1% a further 1% for merit be awarded at the Town Clerk's discretion.

564. General Data Protection Act (GDPR)

The Committee received and considered the Town Clerk's report relating to the arrangements being put into place to be as compliant as possible for the introduction of the General Data Protection Act on the 25th May 2018.

RESOLVED: To note and endorse the actions outlined by the Town Clerk including the setting up of individual town councillors email addresses and use of the Satswana consultancy service.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

