

**Sevenoaks Town Council
Minutes of the Personnel Committee Meeting held on Monday 1st October 2018
in the Council Chamber.**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.12 p.m.

Present: Cllr S Arnold Chairman, Cllr A S Clayton (substitute for Cllr Mrs Walshe), Cllr R J Parry Vice Chairman, Cllr A Eyre, Cllr Mrs R Parry, Cllr R L Piper, Cllr E Waite (arrived 7.20 p.m.)

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

262. Apologies for Absence

RESOLVED: To accept the following apologies for absence from Cllr Busvine OBE, Cllr Mrs Walshe,

263. Requests for Dispensations

There were no requests for dispensations.

264. Declaration of Interests

There were no Declarations of Interest

265. Minutes of the Personnel Committee Meeting held on 6th August 2018.

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

266. Notes of Staff Meetings held on 11th September 2018.

RESOLVED: To receive the notes of the meetings.

267. Sevenoaks Town Council Staff

The following documents had been revised and a draft presentation provided which was considered by the Committee

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

RESOLVED: To thank the Responsible Financial Officer for reviewing the presentation of the documentation and request revised versions be distributed to the Committee within a month taking into account the following points:

- a) All reports to indicated FTE and casual staff numbers
- b) Clarification of terminology of short term, long term, zero day's absence.
- c) Reports to indicate reference to start to end dates covered.
- d) Remove cost of absence reference.

268. Christmas Arrangements

RESOLVED: To accept the Town Clerk's report and recommendations and to note the following arrangements for Closure of Offices for the Christmas / New Year Period:

The Town Council Offices and Departments be closed from 16.00 on Monday 24 December 2018 until 08.45 on Tuesday 2 January 2019 inclusive, and that two days be deducted from the leave entitlement of all staff.

Resolved 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.

269. Town Clerk's Report

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

RESOLVED:

- i) To note and accept the contents of the Town Clerk's report.
- ii) To congratulate the Town Clerk on being nominated for SLCC President Elect and indicate the Town Council's support if successful at the election in October.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated