

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 14th November 2016**

Meeting started: 7.00 p.m.

Meeting Concluded: 7.35 p.m.

Present: Cllr M Canet (substitute for Cllr Clayton), Cllr M Chakowa, Cllr A Eyre, Cllr Mrs R Parry (left at 7.20 p.m.), Cllr R Parry (Vice Chairman), Cllr L Piper

Apologies for Absence: Cllr S Arnold (Chairman), Cllr N Busvine OBE, Cllr A Clayton, Cllr Mrs P Walshe.

In Attendance: Chief Executive / Town Clerk

In the absence of the Chairman, the Vice Chairman chaired the meeting. The meeting was not recorded.

324. Requests for Dispensations
There were no requests for Dispensations.

325. Declaration of Interest
There were no Declarations of Interest.

326. Minutes of the Personnel Committee Meeting held on 6th June 2016

RESOLVED:

- i) The Minutes be signed and agreed as a true record.
- ii) Councillors be circulated with a document relating to researching training needs.
- iii) Councillors be updated with the progress relating to the damaged wall at the Knole Paddock mess room.

327. Notes of the Staff Meetings held on 9th August and 28th September 2016.
RESOLVED: To note the contents of the notes of the staff meetings.

328. Sevenoaks Town Council Staff

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

RESOLVED:

- i) The contents of the three reports be noted.
- ii) Officers be requested to amend future staff turnover reports to include reference to FTE (Full Time Equivalent)
- iii) Officers be requested to amend future staff sickness reports to indicate raw numbers of staff and percentage.

- iv) Officers to clarify the comments in the staff pension report relating to staff who have opted out of pension.

329. New and Updated Policies for Staff Handbook – Annual Leave Entitlement for Part Time and Casual Employees

RESOLVED: To note and accept the amendments to the policy for the staff handbook.

330. Investors in People Report

A copy of the report relating to the recent reaccreditation of Investor in People Report for Sevenoaks Town Council had been circulated prior to the meeting.

RESOLVED: To congratulate the Chief Executive / Town Clerk and all town council staff on receiving such a good Investor in People report.

331. Christmas Arrangements

The Chief Executive / Town Clerk had circulated a report with the agenda outlining proposals for 2016 Christmas arrangements.

RESOLVED: To agree to the recommendations in the Chief Executive / Town Clerk's report.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated