

**Minutes of the Personnel Committee Meeting held at Sevenoaks Town Council Offices
On Monday 1st June 2015**

Present: Cllr A S Clayton, Cllr M Chakowa, Cllr R J Parry (Vice Chairman), Cllr S Raikes (substitute for Cllr Towell), Cllr O Schneider (substitute for Cllr Arnold), Cllr Mrs P C Walshe.

Apologies for Absence: Cllr S L Arnold (Chairman), Cllr R L Piper, Cllr P E Towell

Cllr R J Parry was Chairman for the meeting.

32. Requests for Dispensations

No requests for dispensations had been received.

33. Declaration of Interests

No Declarations of Interest were made.

34. Minutes of the Meeting held on 26th January 2015.

RESOLVED: The Minutes were agreed as a true record and would be signed by the Chairman.

35. Notes of the Staff Meetings held on 17th February, 7th April and 19th May 2015.

Copies of the notes of the meeting were circulated with the agenda and noted by the Committee.

36. Sevenoaks Town Council Staff

i) Changes in staff since previous Personnel Committee.

The Committee noted that there had been eight changes in staff, 6.06% since the previous meeting including several changes to the Finance Department.

The report excluded the Raleys Redundancies. The gym instructors and assistants had left Raleys and redundancy payments were made in May. The administration worked until 31st May and would be paid in June. Total redundancy cost to the Town Council was £6,699.40. In addition staff were invited to a lunch and provides with some vouchers.

ii) Staff Pension Report

As of 31st May 2015 there were twenty eight full and part time permanent members of staff employed by Sevenoaks Town Council. Of these fourteen, 50% contribute into a pension fund, two in the LGPS, KCC scheme and the remainder in a stakeholder or other pension.

The automatic enrolment pension scheme introduced by the Government is being rolled out across all employers. The Town Council's delayed staging date is 6th June 2015.

The Town Council had experienced ongoing difficulties obtaining relevant information from the previous stakeholder pension company in order for the auto enrolment to be commenced with the new stakeholder pension company – Legal & General.

iii) **Staff Sickness Report**

The regular report relating to staff sickness had been circulate with the agenda. The staff were commended on having an average sickness of 2.9 per annum reduced on previous years and compared to the public sector workers average of 8.1 and the private sector of 5.9 per annum.

37. Town Clerk's Report

i) **Raleys Redundancies**

It was noted that the programme of redundancies had been completed as mentioned previously in the meeting.

ii) **Assistant Town Clerk – Professional Qualification**

The arrangements for the Town Council to support the Assistant Town Clerk in obtaining a BSc Real Estate Management were noted. It was also noted that there was still a requirement for the post holder to complete the CILCA qualification and other Town Council related qualifications.

iii) **Merit Rises**

The Committee noted and endorsed the Town Clerk's discretionary merit rises to three members of staff.

iv) **Finance Department Staffing**

From September 2015 the Finance Department would be staffed by the following, which would provide an increase of 17 hours per week-

Position	Weekly Hours
Responsible Finance Officer	25
Finance Officer	16.5
Finance Apprentice (1)	37
Finance Apprentice (2)	37

38. STC Priorities and Projects and STC Resources.

It was noted that following the recent election the Town Council would be reviewing its priorities and projects, in addition a Blue Skies meeting would be held in the autumn. From these the Town Clerk would report to the Personnel Committee in relation to staff resources.

It was Resolved under the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

39. Town Clerk – National Terms and Agreements

RESOLVED: That the Chairman and Vice Chairman of the Finance & General Purposes Committee with the Chairman of Personnel Committee prepare a private and confidential report on the matter to be presented to the Town Council meeting.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated