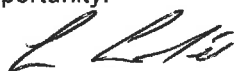


28 August 2019

You are requested to attend a meeting of the PERSONNEL COMMITTEE to be held in the Council Chamber at the address below on Monday 2 September 2019 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

Cllr A Clayton (C)	Cllr R Piper
Cllr A Eyre (VC)	Cllr S Raikes
Cllr N Busvine OBE (ex officio)	Cllr C Shea
Cllr Dr JM Canet	Cllr E Waite
Cllr R J Parry	

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)

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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

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.

3. MINUTES

To note the minutes of the meeting of the Personnel Committee held on 4 February 2019 have been adopted at Council meeting held on 1 April 2019.

4. NOTES OF STAFF MEETINGS

To receive notes of the staff meetings held on 12 June and 7 August 2019. (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. INVESTORS IN PEOPLE

To note the arrangements for the review of Sevenoaks Town Council's accreditation (report attached)

7. CHRISTMAS ARRANGEMENTS

To receive and consider Christmas arrangements report. (copy attached)

8. **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.**

9. TOWN CLERK'S REPORT

To receive and consider the Town Clerk's report. (copy attached)

**Sevenoaks Town Council
Minutes of the Personnel Committee Meeting held on Monday 4th February 2019
in the Council Chamber.**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.37 p.m.

Present: Cllr N Busvine OBE, Cllr R J Parry Vice Chairman, Cllr A Eyre, Cllr R L Piper, Cllr E Waite (arrived 7.35 p.m.) Cllr Mrs Walshe.

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

444. Apologies for Absence

RESOLVED: To accept the following apologies for absence from Cllr Arnold (Chairman), Cllr Mrs Parry.

445. Requests for Dispensations

There were no requests for dispensations.

446. Declaration of Interests

There were no Declarations of Interest

447. Minutes of the Personnel Committee Meeting held on 1st October 2018.

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

448. Notes of Staff Meetings held on 11th December 2018.

RESOLVED: To receive the notes of the meetings.

449. Sevenoaks Town Council Staff

It was noted that at previous Personnel Committee Meetings there had been some concerns expressed over the methods used to indicate staff sickness and that numbers could be inflated due to historic methods of calculation. The Responsible Financial Officer who was with the Town Council for only a couple of months had started work on this and a draft was considered at the previous meeting. It was noted that this would be picked up again in the future however at present the new Responsible Financial Officer who had only been with the Council for a month had more pressing matters to address.

The Committee considered the reports relating to the following information:

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

450. 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) The Town Council reviews and discussions are held with staff concerning arrangements for not having the full closure of the office during the Christmas break except for Bank Holidays and arrangements put in place for the office to be staffed.

There being no further business the Vice Chairman closed the meeting.

Signed
Chairman

Dated