

21st October 2020

You are summoned to attend a virtual meeting of the **PERSONNEL COMMITTEE** to be held via Zoom on **Monday 26th October 2020 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 will be streamed live to YouTube for the public to watch via the following link: https://youtu.be/smd_nkHY214 and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

Committee Members:

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

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on personnel matters to be drawn to the attention of the Committee.

A G E N D A

1. **APOLOGIES FOR ABSENCE**

To receive and note apologies for absence.

2. **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

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Town Clerk

the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)

3. DECLARATIONS OF INTEREST

To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.

4. NOTES OF REPORT TO PERSONNEL COMMITTEE – 8TH JUNE 2020

To consider the Notes of the Report to the Personnel Committee on 8th June 2020.

5. NOTES OF STAFF MEETINGS

To receive notes of the staff meetings held via Zoom on 9th June, 12th August and 7th October 2020.

6. SEVENOAKS TOWN COUNCIL STAFF

6.1 HR Management Information - Reports to March 2020

- i) Staffing Details
- ii) Pension Details
- iii) Absence Details
- iv) Turnover Details

6.2 HR Management Information - Reports to September 2020

- i) Staffing Details
- ii) Pension Details
- iii) Absence Details
- iv) Turnover Details

7. CHRISTMAS ARRANGEMENTS

To receive and consider Christmas arrangements report.

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.