

Report of a Meeting of the Personnel Committee held at the Town Council Offices,
Bradbourne Vale Road, Sevenoaks on Monday 7 October 2013 at 7.25pm

PRESENT

Committee Members

Chairman: Cllr S L Arnold	present	Cllr Mrs M A London	present
Vice Chairman: Cllr Parry	present	Cllr R L Piper	present
Cllr A S Clayton	present	Cllr S G Raikes	present
Cllr Mrs M E Crabtree	present	Cllr Mrs P C Walshe	present
Cllr Hogarth <i>[ex-officio]</i>	apologies		

Also present: Cllrs A Eyre and J M Canet

In attendance:

Chief Executive/Town Clerk

Deputy Town Clerk

PUBLIC QUESTION TIME

There were no members of the public present

186 DISPENSATION

No requests from Members regarding any Disclosable Pecuniary Interests in any items on the agenda were received. [S 31 & 33 Localism Act 2011 refers].

187 DECLARATIONS OF INTEREST

There were no declarations of interest

188 MINUTES

It was **RESOLVED** that

The minutes of the meeting of the Personnel Committee held on 3 June 2013 be signed.

It was **AGREED** that

- i. Mayor's blog be circulated to Members on a weekly basis
- ii. A report on pensions be submitted to a future meeting
- iii. A social media presentation be arranged for Members
- iv. The Issue of more resources being needed for office administration. The cost implications of a further apprentice for event management and the lack of physical space in the offices be discussed at a future Finance & General Purposes Committee meeting

189 NOTES OF STAFF MEETING

i. The notes of the staff meeting held on 28 August 2013 were received and noted

It was **RESOLVED that**

A note of thanks be made to the Chief Executive and the staff who have assisted on a number of recent events for the tremendous hard work and effort. Two recent events have been held in partnership with external organisations, namely the Food Fair at The Vine and the street party for the launch of Pink Week which entailed the closing of London Road. The street party was warmly received by members of the public and raised £1,700 for Breast Cancer Care.

ii. The organisational chart of the Town Council be noted subject to the reporting lines being amended

190 SEVENOAKS TOWN COUNCIL STAFF

i). The Committee received and noted the Changes in staff since previous Personnel Committee

ii). The Committee received and noted the Staff Pensions Report

iii). The Committee received and noted the Staff Sickness Report subject to the figures being reviewed for the next meeting

191 APPRENTICES

The Committee received and noted an update report on apprentice recruitment

192 INVESTOR'S IN PEOPLE

The Committee received and considered the summary and report from the Investors in People. The positive feedback from Sally Szwarc, the Investor in People specialist was noted. It was agreed that the Council remains with the current level of recognition and the constructive message the standard delivers to outside organisations and encouragement and commitment to the workforce.

It was **RESOLVED that**

The three key development areas recommended for improvement planning be taken forward and implemented

193 CHRISTMAS ARRANGEMENTS

The Committee received and considered the Town Clerk's report

It was **RESOLVED that**

i. Staff Christmas Meal

A Staff Christmas meal takes place at the end of the working day to avoid disruptions to services with expenditure not exceeding £750. The Mayor be asked if he would be prepared to say a few words prior to the meal to thank the staff for their work during the past year.

ii. The Town Council Offices and Departments be closed from 16.00 on Tuesday 24 December 2013 until 08.45 on Tuesday 2 January 2013 inclusive, and that two days be deducted from the leave entitlement of all staff. Arrangements be put in place for emergency cover and a list of out of hours numbers will be circulated to all Councillors.

194 PRESS RELEASE

It was **AGREED that** the following items be issued as press releases:-

- i. Investors in People Recognition
- ii. Pink Week Street Party

The meeting closed at 8.05pm

THE CHAIRMAN