

Report of a Meeting of the Personnel Committee held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 18 November 2013 at 7.45pm

PRESENT

Committee Members

Chairman: Cllr S L Arnold	present	Cllr Mrs M A London	apologies
Vice Chairman: Cllr Parry	present left 8.10pm	Cllr R L Piper	present
Cllr A S Clayton	present	Cllr S G Raikes	present
Cllr Mrs M E Crabtree	apologies	Cllr Mrs P C Walshe	present
Cllr Hogarth <i>[ex-officio]</i>	present		

Also present: Cllr A Eyre

In attendance:

Chief Executive/Town Clerk
Deputy Town Clerk

PUBLIC QUESTION TIME

There were no members of the public present

263 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].

264 DECLARATIONS OF INTEREST

There were no declarations of interest

265 MINUTES

It was **RESOLVED** that

The minutes of the meeting of the Personnel Committee held on 7 October 2013 be signed.

It was **AGREED** that

- i. Mayor's blog be circulated to Members
- ii. It be noted that blog is on the Sevenoaks Town Partnership website www.sevenoakspartnership.org and Info Pods
- iii. A social media presentation be arranged for Members

266 NOTES OF STAFF MEETING

- i. The notes of the staff meeting held on 23 October 2013 were received and noted

It was **RESOLVED that**

Details of timing of Staff Christmas meal be forwarded to the Mayor and he be asked to thank the staff for their hard work during the year.

A note of thanks be made to the Chief Executive and the staff involved in the administration of the Sevenoaks Town Partnership for the tremendous hard work and effort. Particular praise for their efforts in winning two awards at the Towns Alive 2013

ii. The staff organisational chart of the Town Council be noted

267 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

It was **AGREED that**

Figures for additional cost of 'compulsory' pension scheme being introduced by the Government for 1st April 2015 be included in the budget

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

268 ADDITIONAL RESOURCES

The Committee received and noted the tabled report concerning additional resources for office administration.

It was **RECOMMENDED that**

In principle the provision of a further apprentice for Event Management be agreed subject to sufficient resources being identified

269 STAFF PAY INCREASE

The Committee considered a 1% pay increase for all staff, a provision for which had been provided within the draft budget

It was **RECOMMENDED that**

An increase of 1% be approved and be put forward for approval by the Finance & General Purposes Committee

270 PRESS RELEASE

It was **AGREED that** an article be forwarded to the Sevenoaks Chronicle outlining the projects undertaken by the Town Council on behalf of the local community

The meeting closed at 8.45pm

THE CHAIRMAN