

19th March 2024

You are hereby summoned to attend a meeting of the **Personnel Committee** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 25th March 2024 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 of meetings is available online at sevenoakstown.gov.uk or by request.



Town Clerk

Committee Members:

Cllr Libby Ancrum (Chair)	Cllr Lise Michaelides
Cllr Tony Clayton	Cllr Claire Shea, Mayor (ex-officio)
Cllr Catherine Daniell (Vice-Chair)	

A G E N D A

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.
2.	<u>REQUESTS FOR DISPENSATIONS</u> 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)
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
4.	<u>MINUES OF PERSONNEL COMMITTEE - 30th OCTOBER 2023</u> To receive, adopt and sign the Minutes of the meeting of the Personnel Committee held on 30th October 2023.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

5.	<p><u>NOTES OF STAFF MEETINGS</u></p> <p>To receive notes of the staff meetings held on:</p> <ul style="list-style-type: none"> • 25.10.2023 • 12.12.2023 • 14.02.2024
6.	<p><u>SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION REPORTS TO FEBRUARY 2024</u></p> <ul style="list-style-type: none"> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details
7.	<p><u>NEW HR LEGISLATION</u></p>
8.	<p><u>STAFF ANNUAL COST OF LIVING & MERIT PAY INCREASE</u></p>
9.	<p><u>SEVENOAKS TOWN COUNCIL PENSION POLICY</u></p>
10.	<p><u>TUPE FOR CAFÉ STAFF</u></p>
11.	<p><u>INVESTOR IN PEOPLE MID-TERM REPORT – 2023</u></p>
12.	<p><u>TOWN CLERK’S REPORT</u></p> <p>To receive and consider the Town Clerk’s report.</p>