

30 January 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 4 February 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](http://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

Chairman: Cllr S L Arnold  
Vice Chairman: Cllr R J Parry  
Cllr N Busvine OBE  
Cllr A Eyre  
Cllr R Hogarth (ex Officio)

Cllr Mrs R E Parry  
Cllr R L Piper  
Cllr E T Waite  
Cllr Mrs P C Walshe

#### PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Committee to any personnel matters.

### AGENDA

#### 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)

#### 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.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)



LOCAL COUNCIL  
AWARD SCHEME

3. MINUTES  
To receive and sign the minutes of the meeting of the Personnel Committee held on 1 October 2018. (Copy attached)
4. NOTES OF STAFF MEETING  
To receive notes of the staff meeting held on 11 December 2018. (copy 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. 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 1<sup>st</sup> October 2018  
in the Council Chamber.**

**Meeting Commenced: 7.00 p.m.**

**Meeting Concluded: 8.12 p.m.**

**Present:** Cllr S Arnold Chairman, Cllr A S Clayton (substitute for Cllr Mrs Walshe), Cllr R J Parry Vice Chairman, Cllr A Eyre, Cllr Mrs R Parry, Cllr R L Piper, Cllr E Waite (arrived 7.20 p.m.)

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

**262. Apologies for Absence**

**RESOLVED:** To accept the following apologies for absence from Cllr Busvine OBE, Cllr Mrs Walshe,

**263. Requests for Dispensations**

There were no requests for dispensations.

**264. Declaration of Interests**

There were no Declarations of Interest

**265. Minutes of the Personnel Committee Meeting held on 6<sup>th</sup> August 2018.**

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

**266. Notes of Staff Meetings held on 11<sup>th</sup> September 2018.**

**RESOLVED:** To receive the notes of the meetings.

**267. Sevenoaks Town Council Staff**

The following documents had been revised and a draft presentation provided which was considered by the Committee

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

**RESOLVED:** To thank the Responsible Financial Officer for reviewing the presentation of the documentation and request revised versions be distributed to the Committee within a month taking into account the following points:

- a) All reports to indicated FTE and casual staff numbers
- b) Clarification of terminology of short term, long term, zero day's absence.
- c) Reports to indicate reference to start to end dates covered.
- d) Remove cost of absence reference.

**268. Christmas Arrangements**

**RESOLVED:** To accept the Town Clerk's report and recommendations and to note the following arrangements for Closure of Offices for the Christmas / New Year Period:

The Town Council Offices and Departments be closed from 16.00 on Monday 24 December 2018 until 08.45 on Tuesday 2 January 2019 inclusive, and that two days be deducted from the leave entitlement of all staff.

*Resolved 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.*

**269. 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) To congratulate the Town Clerk on being nominated for SLCC President Elect and indicate the Town Council's support if successful at the election in October.

There being no further business the Chairman closed the meeting.

Signed .....

Chairman

Dated .....