

14th January 2020

You are requested to attend a meeting of the PERSONNEL COMMITTEE to be held in the Council Chamber at the address below on Monday 20th January 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 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 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

To assist in the speedy and efficient despatch of business, members wishing to obtain information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

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 QUESTION TIME

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

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

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email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

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. MINUTES
To note the minutes of the meeting of the Personnel Committee held on 2nd September 2019 which were adopted at the Council meeting held on 25th November 2019.
5. NOTES OF STAFF MEETINGS
To receive notes of the staff meetings held on 8th October and 10th December 2019.
6. INVESTORS IN PEOPLE
To note report.
7. STAFF PAY AWARD
To consider and make recommendation to the F&GP Committee regarding a staff pay award for 2020/21.