

**Minutes of the Personnel Committee held on Monday 25<sup>th</sup> March 2024  
In the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.45 p.m.

Committee Members:

Cllr Libby Ancrum, <b>Chair</b>	Present	Cllr Lise Michaelides	Present
Cllr Tony Clayton <b>Vice-Chair</b>	Present	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Catherine Daniell	Apologies		

Substitute	For
Cllr Nigel Wightman	Cllr Catherine Daniell

In Attendance: Town Clerk

There were no members of the public present.

**657 Apologies for Absence:** as indicated above.**658 Requests for Dispensations**

There were no requests for dispensations.

**659 Declarations of Interest**

There were no declarations of interest.

**660 Minutes of Personnel Committee Meeting – 30<sup>th</sup> October 2023****RESOLVED:** To receive and sign the Minutes of the Personnel Committee held on 30<sup>th</sup> October 2023 as a true record.**661 Notes of Staff Meetings held on 25<sup>th</sup> October and 12<sup>th</sup> December 2023 and 14<sup>th</sup> February 2024**The Committee received and considered the notes of the staff meetings held on 25<sup>th</sup> October and 12<sup>th</sup> December 2023 and 14<sup>th</sup> February 2024.**662 Sevenoaks Town Council Staff – HR Management Information Reports to February 2024**

Councillors received and considered the information in the following reports:

- i) Staffing details
- ii) Pension details
- iii) Absence Details
- iv) Turnover Details

**RESOLVED:** That the HR Management Information set out in the reports to February 2024 be received and noted.

**663 New HR Legislation**

**RESOLVED:** That changes to Employment Legislation from 6<sup>th</sup> April 2024 in relation to the following be received and noted:

- 1) The right to request flexible working
- 2) Changes to statutory paternity leave
- 3) New statutory right to one week's unpaid carer's leave

**664 Staff Annual Cost of Living & Merit Pay Increase**

The Committee considered the cost of living pay rise for staff with effect from 1<sup>st</sup> April 2024, noting:

- the national recommendation for an increase of a flat amount rather than a percentage.
- increases to the national minimum wage and real living wage.
- provision for salary increases included within the 2024/2025 Revenue Estimates approved by the Finance & General Purposes Committee [*Minute 609, 15.01.2024*].

**RESOLVED:**

- 1) To note and accept the Finance & General Purposes Committee resolution in relation to annual cost of living pay increases for staff, with effect from 1<sup>st</sup> April 2024:
  - i) To increase staff's pay with effect from 1<sup>st</sup> April 2024, in line with National Agreement:
    - £1,925 FTE permanent salary
    - 3.88% above SCP 44 / £50,000 p.a.
  - ii) To pay Real Living Wage of £12 per hour for casual staff employed before 1<sup>st</sup> April 2022.
  - iii) To pay Government National Living Wage/ Minimum wage of £11.44 per hour for casual staff employed on or after 1<sup>st</sup> April 2022.
- 2) To note that this does not provide allowance for Merit Increases.
- 3) To note that the budget includes Long Term Service Award at 3% for every 5 years employed.

**665 Sevenoaks Town Council Pension Policy**

The Committee noted that senior management were within the Local Government Pension Scheme and all other staff members of the Legal & General Pension Scheme.

Under the 2013 Regulations of the Local Government Pension Scheme, employers are required to make policy decisions under parts of the regulations in relation to 5

discretions you must have a policy decision about and 5 additional discretions where it would be best practise to have a written policy.

Consideration was given to a draft policy for Sevenoaks Town Council.

**RESOLVED:**

- 1) That the Statement of Sevenoaks Town Council's Employer Policy Decisions be approved and adopted.
- 2) The Personnel Committee agreed to adopt the Discretions Policy noting that any relevant circumstance within the policy the Town Council's 'Finance & General Purposes Committee would consider on its own merit following receipt of professional advice'.

**666 TUPE for Café Staff**

The Committee noted that following the Town Council's decision to promote its two cafes, Café on the Vine, and Bat & Ball Station Café, to be operated as a concession by a commercial entity, the café staff will legally be subject to TUPE legislation as and when the management of the café changes.

It was noted that the presence of TUPE within the tender documents does not make the proposals so attractive to potential operators as if they were not there.

**RESOLVED:** the complicated nature of TUPE and its impact on the project be noted and that professional advice would continue to be followed.

**667 Investors in People Mid-term Report - 2023**

The Committee received and considered the Investors in People Mid-term Report December 2023 (12 months from original assessment date), together with the Town Council's Action Plan and progress to date and the proposed focus for the next 12 months.

**RESOLVED:** That the report be received and noted.

**668 Town Clerk's Report**

The Committee considered the Town Clerk's Report, noting in particular:

- Operational challenges within the Central Services Administration Team and proposals to address these.
- Recruitment updates and the Town Council's challenge in being able to recruit open spaces staff.
- Senior Management Team & Supervisory Staff Training programme.
- Employee Handbook revision.

**RESOLVED** that:

- 1) The Town Clerk's Report be received and noted.

**RECOMMENDED** to Finance & General Purposes Committee

- 2) The Town Council offer an Intern post for the summer of 2024, as it had done in previous years.
- 3) The Town Council offer the part-time staff member of the Central Services Team, currently on 3 days per week, an extension to full-time hours.
- 4) The Town Council appoint a part time person for 6 months to assist with development of the BID, via an intern or regular recruitment.
- 5) It was noted that it was hoped that items 2) & 4) could be accommodated within the 2023 – 2024 budget underspend.

There being no further business the Chair closed the meeting.

Signed .....  
Chair

Dated .....