

**Sevenoaks Town Council**  
**Minutes of the meeting of the Personnel Committee – 18<sup>th</sup> March 2026**  
**Held at the Bat & Ball Centre, Crampton’s Road, TN14 5DN**

Meeting commenced: 3.00 p.m.

Meeting Concluded: 4.00 p.m.

Present:

Cllr Libby Ancrum, Chair	Present		Cllr Lionel O’Hara	Apologies
Cllr Tony Clayton, Mayor	Absent		Cllr Claire Shea, Leader & Vice-Chair	Present
Cllr Lise Michaelides	Present		Cllr Nigel Wightman	Present

*Quorum, minimum of three members*

In Attendance: Town Clerk

No members of the public were in attendance. No public questions were submitted.

**711 - APOLOGIES FOR ABSENCE**

Noted as above.

**712 - REQUESTS FOR DISPENSATIONS**

There were no requests for dispensations.

**713 - DECLARATIONS OF INTEREST**

There were no Declarations of Interests.

**714 - MINUTES OF PERSONNEL COMMITTEE HELD ON 27TH OCTOBER 2025**

**RESOLVED:** To accept, adopt and sign the minutes of the meeting of the Personnel Committee held on 27th October 2025 as a true record.

**715 - NOTES OF STAFF MEETINGS**

**RESOLVED:** To receive and note the Staff Meeting notes of meetings held on: 12th November 2025, 16th December 2025 and 11th February 2026.

**716 - SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION REPORTS**

Councillors received and considered the information in the following reports to February 2026:

1. Staffing Details
2. Pension Details
3. Absence Details
4. Turnover Details

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**RESOLVED:** That the HR Management Information set out in the reports to February 2026 be received and noted.

**717 - STAFF PAY REVIEW 2026**

While not tied to the local government services (“Green Book”) employee pay terms & conditions, the Committee was mindful of the latest Green Book when conducting its pay review.

The National Employers’ final pay offer for 2025/ 2026 had been agreed and the new pay rates each increased by 3.20 per cent per annum. The Town Council Budget 2026-27 included the assumption to increase pay rates by 3.2% per annum (pro rata for part time employees).

It was noted that the minimum wage would be increased from £12.21 to £12.71, which is a 4.1% rise, from 1<sup>st</sup> April 2026.

**RESOLVED:**

- 1) To increase pay rates by 3.2% per annum, with effect from 1<sup>st</sup> April 2026
- 2) To pay the increased hourly minimum wage rate of £12. 71, with effect from 1<sup>st</sup> April 2026

**718 - INVESTORS IN PEOPLE ACCREDITATION**

Councillors considered the Investors in People Feedback Report dated 29 January 2026 and noted the Town Council’s retention of accreditation and positive report.

**RESOLVED:** To receive and note the report

**719 - REDUCTION OF UNFAIR DISMISSAL QUALIFYING PERIOD**

The Committee noted and considered the implications of the government plans to reduce the unfair dismissal qualifying period from two years to six months. This would give employers a far shorter window to assess performance, address concerns and make decisions before any unfair dismissal protection applies. After six months, the legal and financial risk increased significantly.

It was noted that although the change is due to take effect on 1 January 2027, employees joining organisations from July 2026 would reach six months’ service under the new rules.

**RESOLVED:** To receive and note the report.

**720 - TOWN CLERK'S REPORT**

The Committee received and considered the Town Clerk's Report which had been circulated prior to the meeting and contained information relating to:

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- Recruitment of Facility Manager
- Recruitment of Additional Open Spaces Person
- Cllrs Political & Personal View
- Event Management & Resources
- Cllrs Emails
- Staff Room
- International Institute of Municipal Clerks (IIMC)

**RESOLVED:**

- i) The following to be considered within budget considerations – potential for merit rises and event management.
- ii) To remind Councillors and Staff that only Town Councillors emails should be used for Council business, personal emails would not be used.
- iii) To record that the Town Councillors acknowledge and support the Town Clerk in her election to IIMC Vice President through to President role.

**721 - PRESS RELEASE:** None

There being no further business the Chair closed the Meeting.

Signed .....

Chair

Dated .....