

**Minutes of the Personnel Committee held at Sevenoaks Town Council Offices
On Monday 5th February 2018**

Meeting started: 7.00 p.m.

Meeting concluded: 7.35 p.m.

Present: Cllr R J Parry (Vice Chairman), Cllr N Busvine OBE, Cllr A Eyre, Cllr Mrs R E Parry, Cllr R L Piper, Cllr Mrs P C Walshe.

Cllr Parry Chaired the meeting.

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

462. Apologies for Absence

Apologies for absence were received from Cllr S Arnold (Chairman).

463. Requests for Dispensations

There were no requests for dispensations.

464. Declarations of Interest

There were no declarations of interest.

465. Minutes of the Previous Personnel Committee held on 2nd October 2017.

It was noted that the staff and councillors social function still needed to be arranged.

RESOLVED: That the Minutes be accepted and signed as a true record.

466. Notes of the Staff Meetings held on 10th October 2017, 12th December 2017 and 23rd January 2018.

Councillors were pleased to note the increased number of compliments being received from the general public in relation to the Town Council's activities.

467. Sevenoaks Town Council Staff

- i) Changes in staff since previous Personnel Committee meeting.
- ii) Staff Pension Report and Policies
- iii) Staff Sickness Report

Councillors requested that future reports identify whether the Full Time Equivalent numbers included vacant positions and also noted that staff sickness statistics were not as good as they had been historically.

468. Employee Handbook

The draft Employee Handbook had been reviewed by the Council's HR Consultants to ensure compliancy with all relevant employment legislation.

RESOLVED: Sevenoaks Town Council adopts the revised Employee Handbook.

7.20 p.m. Cllr Mrs Parry left the meeting.

469. Town Clerk's Report

i) General

It was noted that the Town Council was entering into a particularly busy phase with several key projects being worked on at the same time.

ii) General Data Protection Regulations

The new legislation would come into force in May 2018. It was noted that it would be onerous in particular for the setting up of information and policies. NALC would be issuing a 'Tool Kit' to assist with this. There is a need for a Data Protection Officer and there is some debate nationally regarding how this could be provided in larger town councils.

It was noted that there was an option for the town council to buy in relevant services as it did with HR and H&S services for Sevenoaks Town Council the cost would be approximately £2,000 per annum.

Advice would be sought where possible in relation to Councillors requirements for registering individually to meet the new requirements.

ii) 2017 Christmas Meal

It was noted that a successful Christmas Meal took place and twenty two members of staff attended.

There being no further business the Chairman closed the meeting.

Signed

Chairman

Dated