

**Sevenoaks Town Council
Minutes of the Personnel Committee Meeting held on Monday 6th August 2018
In the Council Chamber.**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.33 p.m.

Present: Cllr S Arnold Chairman, Cllr R J Parry Vice Chairman, Cllr N Busvine OBE, Cllr A Eyre, Cllr Mrs R Parry, Cllr R L Piper, Cllr Mrs P Walshe.

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

188. Apologies for Absence

RESOLVED: To accept the following apologies for absence from Cllr E T Waite.

189. Requests for Dispensations

There were no requests for dispensations.

190. Declaration of Interests

There were no Declarations of Interest

191. Minutes of the Personnel Committee Meeting held on 26th March 2018.

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

192. Notes of Staff Meetings held on 13th March, 1st May and 11th July 2018.

RESOLVED:

- i) To receive the notes of the meetings.
- ii) To arrange an Emergency Planning training event prior to a meeting for Councillors using the Town Council's new emergency resource.
- iii) Circulate to Councillors information from the Kent Resilience Forum relating to the Death of a Senior Member of the Royal Family.

193. Sevenoaks Town Council Staff

The following documents were received and considered by the Committee

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

RESOLVED: To review the presentation of the report taking into account presentation of separate information relating to casual staff which distorted statistics. All data also to be presented with reference to 'departments'.

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.

194. Town Clerk's Report

The Committee received and considered the Town Clerk's Report.

RESOLVED:

- i) To accept the Town Clerk's report.
- ii) The current Assistant Town Clerk be promoted to the joint position of Deputy Town Clerk enabling the Town Clerk to concentrate more of her time on current and future strategic capital projects. Salary would be increased to reflect this and be determined by the Town Clerk, Chairman of Personnel and Chairman of Finance & General Purposes Committee.

There being no further business the Chairman closed the meeting.

Signed

Chairman

Dated