

**Sevenoaks Town Council  
Minutes of the Personnel Committee Meeting held on Monday 4<sup>th</sup> February 2019  
in the Council Chamber.**

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 7.37 p.m.

**Present:** Cllr N Busvine OBE, Cllr R J Parry Vice Chairman, Cllr A Eyre, Cllr R L Piper, Cllr E Waite (arrived 7.35 p.m.) Cllr Mrs Walshe.

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

**444. Apologies for Absence**

**RESOLVED:** To accept the following apologies for absence from Cllr Arnold (Chairman), Cllr Mrs Parry.

**445. Requests for Dispensations**

There were no requests for dispensations.

**446. Declaration of Interests**

There were no Declarations of Interest

**447. Minutes of the Personnel Committee Meeting held on 1<sup>st</sup> October 2018.**

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

**448. Notes of Staff Meetings held on 11<sup>th</sup> December 2018.**

**RESOLVED:** To receive the notes of the meetings.

**449. Sevenoaks Town Council Staff**

It was noted that at previous Personnel Committee Meetings there had been some concerns expressed over the methods used to indicate staff sickness and that numbers could be inflated due to historic methods of calculation. The Responsible Financial Officer who was with the Town Council for only a couple of months had started work on this and a draft was considered at the previous meeting. It was noted that this would be picked up again in the future however at present the new Responsible Financial Officer who had only been with the Council for a month had more pressing matters to address.

The Committee considered the reports relating to the following information:

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

**450. Town Clerk's Report**

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

**RESOLVED:**

- i) To note and accept the contents of the Town Clerk's report.
- ii) The Town Council reviews and discussions are held with staff concerning arrangements for not having the full closure of the office during the Christmas break except for Bank Holidays and arrangements put in place for the office to be staffed.

There being no further business the Vice Chairman closed the meeting.

Signed .....

Chairman

Dated .....