

Sevenoaks Town Council
Minutes of the Personnel Committee held on Monday 2nd September 2019
In the Council Chamber

Meeting commenced: 7.00 p.m.

Meeting Concluded: 8.13 p.m.

Committee Members

Cllr Tony Clayton, Chairman	Present	Cllr Robert Piper	Present
Cllr Andrew Eyre, Vice Chairman	Present	Cllr Simon Raikes	Present
Cllr Nicholas Busvine, Mayor	Present	Cllr Clair Shea	Present
Cllr Dr Marilyn Canet	Apologies	Cllr Edward Waite	Apologies
Cllr Richard Parry	Apologies		

Substitute	For
Cllr Keith Bonin	Cllr Richard Parry

In Attendance: Cllr Victoria Granville Baxter, Town Clerk

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

246. Apologies for Absence

RESOLVED: To note as above.

247. Requests for Dispensations

There were no requests for dispensations.

248. Declaration of Interests

There were no Declaration of Interests.

249. Minutes of the Personnel Committee held on 4th February 2019

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

250. Notes of the Staff Meeting held on 12th June and 7th August 2019

RESOLVED: To receive the notes of the meeting and to congratulate Mark Babbage on successfully completing his accountancy examinations.

251. Sevenoaks Town Council Staff

- i) **Changes in Staff since previous Personnel Committee**
- ii) **Staff Pension Report & policies**
- iii) **Staff Sickness Report**

252. Investors in People

Sevenoaks Town Council had been successful in obtaining Investor in People for many years. To date due to resources the Town Council had applied for the basic accreditation rather than investing for a higher level.

The current accreditation expired on 27th October 2019.

The process for accreditation has changed and with it the price. For Sevenoaks Town Council the basic accreditation review was £3,300. The next banding which included potentially Silver and Gold was £4,900. The Platinum Banding would cost considerably more and involved a large amount of officer time to achieve.

The process would commence with all staff receiving a questionnaire, 50% need to be completed. The questionnaire process would take place between 2nd and 20th December 2019.

Some staff would then be interviewed, and officers would be required to provide records in relation to Investor in People.

A report should be provided for end of January 2020.

As part of the process staff and councillors had been asked to provide one word which they believe represents the core value of Sevenoaks Town Council.

Staff's contribution to Core Value word	Cllrs contribution to Core Value word
Respect	Engaged
Integrity	Dynamic
Flexibility	Proactive
Loyalty	Responsive
Fairness	Commitment
Dedication	Enterprising
Quality	Community
Consistency	
Equality	
Incentives	

RESOLVED: Sevenoaks Town Council proceeds with the Investor in People accreditation process at the £4,900 cost.

253. Christmas Arrangements

i) Staff Christmas Meal

Last year a meal was provided for staff at Donnington Manor, this proved most popular and it was hoped to arrange something similar for 2019. The Mayor would be asked if he would be prepared to say a few words prior to the meal to thank the staff for their work during the past year. The meal takes place at the end of the working day to avoid disruption to services.

RESOLVED: to allocate a budget of up to £700 towards the cost of this year's staff Christmas meal.

ii. Closure of Offices – Christmas/New Year Period

In previous years all Town Council Offices and Departments had been closed from Christmas Day until the day following New Year Bank holiday. It was proposed that the arrangement be continued. The exception would be if cemetery staff were required to dig/backfill a grave. Traditionally staff had two days deducted from their annual leave entitlement and the third working day was awarded to all as an extra day's leave – a gesture of Christmas goodwill.

Arrangements would be put in place for emergency cover and a list of out of hours numbers would be circulated.

RESOLVED: The Town Council Offices and Departments be closed from 16.00 on Tuesday 24 December 2019 until 08.45 on Thursday 2 January 2020 inclusive, and that two days be deducted from the leave entitlement of all staff.

It was RESOLVED under the Public Bodies (Admission of Meetings) Act 1960 to exclude the press and public for the following item by reason of the confidential nature of the business.

254. Town Clerk’s Report

A general discussion took place about future staffing arrangements.

RESOLVED: To note the Town Clerk’s report.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated