

NOTES ON REPORT TO PERSONNEL COMMITTEE

30 MARCH 2020

Cllr A Clayton (Chairman)	Cllr R Piper
Cllr A Eyre (Vice-Chairman)	Cllr S Raikes
Cllr N Busvine OBE (ex officio)	Cllr C Shea
Cllr Dr JM Canet	Cllr E Waite
Cllr R J Parry	Cllr R Hogarth (in attendance)
Cllr V Granville Baxter (in attendance)	

Councillors listed above discussed matters below on a Conference Call at 3.00pm with Linda Larter Town Clerk and Ann White, Deputy Town Clerk: -

1. MINUTES  
Councillors noted the minutes of the meeting of the Personnel Committee held on 20 January 2020 which were adopted at the Council meeting held on 2 March 2020.
2. NOTES OF STAFF MEETING  
Councillors received and discussed the notes of the staff meeting held on 11 February 2020.
3. INVESTORS IN PEOPLE  
The Investors in People report was noted. Councillors agreed that the Town Clerk has authority to follow up on the comments contained in the report, if feasible, during the next few months to try to obtain a higher banding. Sevenoaks Town Council is one of the few Councils in the third tier to hold an IIP accreditation and going forwards it would renew its accreditation in three years' time, but would not seek a higher banding as the benefits in terms of for the community and recruitment could not be evidenced.
4. ELLIS WHITTAM  
Councillors agreed that the full EAP additional service offered through the Ellis Whittam HR & H&S Contract – Employee Assistance Helpline (Confidential counselling and advice) at a cost of £1650 + VAT be approved

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Town Clerk

5. SEVENOAKS TOWN COUNCIL STAFF

The following reports were noted:

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

6. TOWN CLERK'S REPORT

The Councillors noted Town Clerk's Report and the impacts Coronavirus was having on Council facilities and staffing.

Councillors thanked the Town Clerk and staff for their commitment to the Council and Community.

The Conference Call ended at 3.30pm

**Council Meeting 23<sup>rd</sup> March 2020 Minute 567 ii)**

**RESOLVED:** To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.