

18th October 2022

You are hereby summoned to attend a meeting of the **Personnel Committee** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 24th October 2022, at the conclusion of the Community Infrastructure Committee which commences at 7.00pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

Committee Members:

Cllr A Eyre (Chairman)	Cllr Mrs R Parry (ex-officio)
Cllr A Clayton (Vice-Chairman)	Cllr R J Parry
Cllr L Ancrum	Cllr S Raikes
Cllr K Bonin	Cllr C Shea
Cllr L Michaelides	

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on personnel matters to be drawn to the attention of the Committee.

AGENDA

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	
2.	<u>RE REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)	

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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



Town Clerk

3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.	
4	<u>MINUES OF PERSONNEL COMMITTEE - 28th MARCH 2022</u> To receive, adopt and sign the Minutes of the meeting of the Personnel Committee on 28 th March 2022.	Attached
5	<u>NOTES OF STAFF MEETINGS</u> To receive notes of the staff meetings held on: <ul style="list-style-type: none"> • 03.05.2022 • 26.07.2022 • 12.10.2022 	Attached
6.	<u>SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION</u>	
6.1	<u>2021/22 FINAL</u> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details	All Attached
6.2	<u>REPORTS TO SEPTEMBER 2022</u> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details	All Attached
7	<u>STC POLICY IN RELATION TO PAY RISES AND DISCIPLINARY ACTION.</u>	Attached
8	<u>STAFF RECOGNITION & REWARDS SCHEME/POLICY</u>	Attached
9	<u>PAY REVIEW</u>	Attached
10	<u>ANNUAL LEAVE REVIEW 2022/23</u>	Attached
11	<u>CHRISTMAS ARRANGEMENTS 2022</u>	Attached
12	<u>INVESTORS IN PEOPLE</u>	Attached
13	<u>TOWN CLERK'S REPORT</u> To receive and consider the Town Clerk's report.	Attached