

21st March 2023

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 27th March 2023 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.



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	

AGENDA

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2.	<u>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)	-
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>MINUTES OF PERSONNEL COMMITTEE - 24th OCTOBER 2022</u> To receive, adopt and sign the Minutes of the meeting of the Personnel Committee held on 24 th October 2022.	Attached

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

5.	<u>NOTES OF STAFF MEETINGS</u> To receive notes of the staff meetings held on: <ul style="list-style-type: none"> • 13.12.2022 • 15.02.2023 	
6.	<u>SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION REPORTS TO JANUARY 2023</u> i) Staffing Details ii) Pension Details iii) Absence Details iv) Turnover Details	
7.	<u>INVESTORS IN PEOPLE 2022 ACCREDITATION</u>	
8.	<u>TOWN CLERK'S REPORT</u> To receive and consider the Town Clerk's report.	