

25 March 2020

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 | |

1. MINUTES
To note 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
To receive notes of the staff meeting held on 11 February 2020.
3. INVESTORS IN PEOPLE
To note report.
4. ELLIS WHITTAM
Ellis Whittam HR & H&S Contract – additional service offered
Employee Assistance Helpline (Confidential counselling and advice)
5. SEVENOAKS TOWN COUNCIL STAFF
 - i]. Changes in staff since previous Personnel Committee (copy attached)
 - ii]. Staff Pensions Report & Policies (copy attached)
 - iii]. Staff Sickness Report (copy attached)
6. TOWN CLERK'S REPORT
To note Town Clerk's Report

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