

Sevenoaks Town Council
Minutes of the Personnel Committee held on 29th March 2021 via Zoom

Meeting Commenced: 7.39 p.m.

Meeting Concluded: 8.05 p.m.

Cllr A Clayton (Chairman)	Present	Cllr R Piper	Present
Cllr A Eyre (Vice-Chairman)	Present	Cllr S Raikes	Apologies
Cllr N Busvine OBE (ex-officio)	Present	Cllr C Shea	Present
Cllr Dr JM Canet	Present	Cllr E Waite	Present
Cllr R J Parry	Present		

In attendance: Cllr Bonin, Town Clerk, Senior Committee Clerk.

Representations received from Members of the Public: none.

521. Apologies for Absence

As noted above.

522. Requests for Dispensation

No requests for dispensations had been received.

523. Declaration of Interests

No declarations of interests were made.

524. Minutes of the Personnel Committee held on 1st February 2021

RESOLVED: To receive and sign the Minutes of the Personnel Committee held on 1st February 2021 as a true record.

525. Notes of Staff Meetings held via Zoom on 8th December 2020 and 9th February 2021

Town Councillors received and considered the notes of the staff meetings.

RESOLVED: To note and accept the Notes of the Staff Meetings.

526. Sevenoaks Town Council Staff – HR Management Information

The Committee received and considered HR Management Information for the year to date (April 2020 to January 2021), in respect of:

- i. Staffing Details
- ii. Pension Details
- iii. Absence Details
- iv. Turnover Details

The Committee noted that the aim was to return staff from furlough on 17th May, and that all being well, the plan was to be back to normal operation across the Town Council from 21st June.

RESOLVED: To receive and note the information provided.

527. Investors in People, 12-Month Report – January 2021

The Committee received and noted the 12-month progress report following the Investors in People assessment in January 2020. The adjustments to the Town Council’s operation and priorities as a result of the pandemic were acknowledged.

Councillors congratulated the Town Clerk and her team on their hard work and achievements during this very difficult year.

RESOLVED: To receive and note the Investors in People 12- month report, dated 13 January 2021.

528. Town Clerk’s Report

The Committee received and noted the Town Clerk’s Report which advised of staff leavers and new staff appointed; recruitment in progress of temporary additional staff under the Government’s Kick Start Programme; and furloughed staff arrangements.

The Town Clerk advised that during the current financial year staff had not received merit rises (1%) and had their cost of living pay rise (2%) delayed and not paid during April – August 2020. The Town Council’s financial position was now better than originally predicted and therefore had the funds to pay the 2% for April – August 2020. It was noted that this expenditure had previously been agreed in the 2019/2020 budget and could therefore be paid. An update report would be submitted to the Finance & General Purposes Committee.

RESOLVED:

- 1) That the Town Clerk’s report be received and noted; and
- 2) The plan to pay the staff the 2% cost of living pay rise for April – August 2020 be endorsed.

There being no further business the Chairman closed the meeting.

Signed Dated

Chairman