

**Sevenoaks Town Council**  
**Minutes of the Personnel Committee held on Monday 28<sup>th</sup> March 2022**  
**In the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.10 p.m.

Committee Members:

Cllr Andrew Eyre (Chairman)	Present	Cllr Lise Michaelides	Apologies
Cllr Tony Clayton (Vice-Chairman)	Present	Cllr R J Parry	Present
Cllr Keith Bonin	Present	Cllr S Raikes	Apologies
Cllr Dr Marilyn Canet (ex officio)	Present	Cllr Claire Shea	Present

In Attendance: Town Clerk

There were no members of the public present.

**612. Apologies for Absence:** as noted above.

**613. Requests for Dispensations**  
 There were no requests for dispensations.

**614. Declarations of Interest**  
 There were no declarations of interest.

**615. Notes of Personnel Committee Working Party – 25<sup>th</sup> October 2021**  
**RESOLVED:** To receive and sign the Notes of the Personnel Committee Working Party held via Zoom on 25<sup>th</sup> October 2021 as a true record.

**616. Notes of Staff Meetings held on 7<sup>th</sup> December 2021 and 22<sup>nd</sup> February 2022**  
 The Committee received and considered the notes of the staff meetings held on 7<sup>th</sup> December 2021 and 22<sup>nd</sup> February 2022.

**617. Sevenoaks Town Council Staff – HR Management Information – Reports to February 2022**  
 Councillors received and considered the information in the following reports:

- i) Staffing details
- ii) Pension details
- iii) Absence Details
- iv) Turnover Details

**618. Minimum Leave Entitlement**  
 The Committee considered the National Joint Council for Local Government Services (NJC) Agreement which increased minimum leave entitlement from 21 to 22 days, backdated to April 2020.

**RESOLVED:** Sevenoaks Town Council to adopt the National Joint Council for Local Government Services (NJC) Agreement relating to increased minimum staff leave entitlement from 21 to 22 days, from 1st April 2022.

**619. Staff Annual Cost of Living & Merit Pay Increase**

The Committee considered the cost of living pay rise for staff with effect from 1<sup>st</sup> April 2022 and noted the need to increase those on national minimum wage/living wage. Sevenoaks Town Council had set a budget of 4.21% for salary increases within the 2022 / 23 Precept.

**RESOLVED:**

- i) To note that staff on the UK Living Wage would receive the statutory increase equating to 4.21%.
- ii) To note that all casual staff employed from 1<sup>st</sup> April 2022 would be paid the National Minimum Wage.
- iii) All other staff, (not fixed contract) to receive 3.2% Cost of Living annual increase and 1 % discretionary (approved by Town Clerk) Merit Rise.
- iv) The Committee to review staff members' salaries that could be compromised by a reduction in differential in 'bandings' by the statutory increase to the UK Living Wage.

**620. Town Clerk's Report**

The Committee considered the Town Clerk's Report, noting in particular:

- Staff Flexible Working Requests
- The Town Council's achievement of the first stage of the Disability Committed accreditation
- 24-month interim report from Investors in People
- Plans to participate in the Way to Work, work experience programme
- Kick Start Programme was ending