

Sevenoaks Town Council

Minutes of the Personnel Committee held on Monday 24th October 2022 In the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Meeting Commenced: 8.12 p.m.

Meeting Concluded: 9.10 p.m.

Committee Members:

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

Substitute		For
Cllr Dr Merylyn Canet	Present	Cllr Lise Michaelides

In Attendance: Town Clerk

There were no members of the public present.

377 Apologies for Absence: as noted above.

378 Requests for Dispensations

There were no requests for dispensations.

379 Declarations of Interest

There were no declarations of interest.

380 Minutes of Personnel Committee Meeting – 28th March 2022

RESOLVED: To receive and sign the Minutes of the Personnel Committee held on 28th March 2022 as a true record.

381 Notes of Staff Meetings held on 3rd May, 26th July and 12th October 2022

The Committee received and considered the notes of the staff meetings held on 3rd May, 26th July and 12th October 2022.

382 Sevenoaks Town Council Staff – HR Management Information

382.1 Reports to March 2022

Councillors received and considered the information in the following reports:

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

Sevenoaks Town Council

382.2 Reports to September 2022

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

The Committee noted the success of the Kickstart programme for Sevenoaks Town Council and the young people involved.

RESOLVED: That the HR Management Information set out in the reports to March 2022 and September 2022 be received and noted. In addition, noted that it would be preferred if the statistics relating to casual staff could be modified in the future as they provide a false impression of numbers employed.

383 Policy in Relation to Pay Rises and Disciplinary Action

The Committee reviewed the Town Council's policy that that staff subject to disciplinary action do not receive cost of living nor merit pay rises.

RESOLVED: that the Disciplinary Process should no longer be linked to cost of living pay rises.

384 Staff Recognition and Rewards Scheme/Policy

The Committee reviewed the Town Council's Staff Recognition and Rewards Scheme/Policy (currently known as Merit Scheme).

RESOLVED: that the Town Council's Staff Recognition and Rewards Scheme/Policy (currently known as Merit Scheme) be updated and readopted.

385 Pay Review

The Committee reviewed the Responsible Financial Officer's report and noted whilst not tied to the local government services ("Green Book") employee pay terms & conditions, Sevenoaks Town Council is mindful of the latest Green Book when conducting its pay review.

The Committee considered the National Employers Final Pay offer for 2022/23, the increase to the outer fringe allowance, the increase to the Real Living wage from September 2022 and the anticipated rise in the Minimum Wage/National Wage levels from 1st April 2023.

RESOLVED that:

- i) To increase and backdate the OFA to £663 pa, with effect from 1st April 2022. In future the Town Clerk and Responsible Financial Officer have delegated powers to agree future changes to OFA in line with national agreement.

Sevenoaks Town Council

RECOMMENDED to Finance & General Purposes Committee as part of the 2023 / 2024 budget consideration:

- i) To pay Real Living Wage for casual staff employed before 1st April 2022 & Government National Living Wage/ Minimum wage for casual staff employed since 1st April 2022.
- ii) To increase staff's pay with effect from 1st April 2023 to align to the National Employers' pay offer of £1,925 for 2022. This equated to £1 per hour*. It was noted that Sevenoaks Town Council staff received a pay increase of 4.2% in April 2022.
- iii) Sevenoaks Town Council budgets for provisional cost of living pay rise as of 1st April 2023 (for all staff meeting the criteria) and a discretionary merit allowance. It was noted that there were expected to be some employer savings on national insurance contributions and other future functions, details were being worked up for the Finance & General Purposes Committee in November 2022.
- iv) The Town Council considers offering an interim payment* from 1st December 2022 of 30 pence per hour, the balance of the increase to be implemented from 1st April 2023.

386 Annual Leave Review

The Committee considered the Responsible Financial Officer's report and noted whilst not tied to the local government services ("Green Book") employee pay terms & conditions, Sevenoaks Town Council is mindful of the latest Green Book when conducting its pay and conditions review.

The Committee considered the National Employers Final Pay offer for 2022/23 which included an increase of one day to all employees' annual leave entitlement, with effect from 1st April 2023.

RESOLVED: that the annual leave allowance for all employees be increased by one day, with effect from 1st April 2023

387 Christmas Arrangements 2022

Consideration was given to Christmas arrangements for the Town Council.

RESOLVED that:

- 1) The Town Council offices be closed from 16:00 on Friday 23rd December 2022 until 08:45 on Tuesday 3rd January inclusive, and two days be deducted from the leave entitlement of all staff.
- 2) That café and House in the Basement staff be given equivalent holiday subject to the opening hours of the premises; and

Sevenoaks Town Council

- 3) That £600 be set aside for a staff Christmas get together and refreshments to enable the various departments to celebrate.

388 Investors in People

It was noted that the Town Council’s Investors in People accreditation was due for re-assessment with staff surveys and interviews taking place during October. Feedback and award level would be notified in November.

389 Town Clerk’s Report

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

- Staff Shortages
- Large events and impact of staff
- Commitment to staff Training
- Town Clerk’s election to the SLCC Board for three years
- Town Clerk’s role as Ambassador for the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) promoting the Civility and Respect Agenda

There being no further business the Chairman closed the meeting.

Signed

Chairman

Dated