



# Edenbridge Town Council

Town Clerk: Caroline Leet

Personnel | 23 May 2023 | Full Agenda (Excludes Confidential Items) | v:1

**To Councillors:** A Baker, M Gemmell Smith, A Layland, M McArthur (Chair), S McGregor, B Todd.

Notice is hereby given of a Personnel Committee Meeting of Edenbridge Town Council to be held in Doggetts Barn on 23 May 2023 at 11:00 am. Members of the Committee are summonsed to attend.

Town Clerk  
18 May 2023

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

## Agenda

*In view of the confidential nature of Agenda Items 6, 6.1, 6.2, 6.3, 6.3.1, 6.3.2, 6.4, 6.5, 6.6, 6.7, 6.8, 7, 8 to be discussed, the Chair will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.*

<b>1</b>	<b>Elections</b>	<b>2</b>
<b>2</b>	<b>To Receive Apologies for Absence</b>	<b>2</b>
<b>3</b>	<b>Declarations of Interests or Predetermination</b>	<b>2</b>
<b>4</b>	<b>To Confirm the Minutes of The Committee Meetings Held on 20 February (9874- 9876) and 27 February 2023 (9879)</b>	<b>2</b>
<b>5</b>	<b>Matters Arising Not Covered Elsewhere</b>	<b>2</b>
<b>6</b>	<b>[CONFIDENTIAL] To Discuss of Personnel Issues</b>	<b>2</b>
6.1	[CONFIDENTIAL] To receive a report on staff attendance/absence for 2022/23	2
6.2	[CONFIDENTIAL] To receive an update following a recent employee's Occupational Health Assessment	2
6.3	[CONFIDENTIAL] To receive update on other staff matters	3
6.3.1	[CONFIDENTIAL] To note: New contracts issued to RFO, Communications Officer, Head Groundsman/Buildings Manager, and Grounds Staff supervisor	3
6.3.2	[CONFIDENTIAL] To receive the notice of two employees	3
6.4	[CONFIDENTIAL] To receive an update on grounds apprenticeship schemes	3
6.5	[CONFIDENTIAL] To confirm proposal for personnel changes	3
6.6	[CONFIDENTIAL] To receive an update on the staffing budgets 2023/2024 (as approved 20 February meeting) including an increase in the employer's Kent pensions contributions from 23.8% to 23.9%	4
6.7	[CONFIDENTIAL] To receive the costs for 2023-24 Medical Insurance membership	4
6.8	[CONFIDENTIAL] To consider staffing vacancies and recruitment programme	4
<b>7</b>	<b>[CONFIDENTIAL] Parental Leave and Shared Parental Leave Policy</b>	<b>4</b>
<b>8</b>	<b>[CONFIDENTIAL] To Consider an Evaluation of Staffing Hours</b>	<b>5</b>

# Meeting Papers & Report

1 **Elections**  
Election of Chairman of the Personnel Committee for the ensuing year.

2 **To Receive Apologies for Absence**

3 **Declarations of Interests or Predetermination**  
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

4 **To Confirm the Minutes of The Committee Meetings Held on 20 February (9874- 9876) and 27 February 2023 (9879)**

📎 Personnel | 20 February 2023 v.1 - Minutes (Pages PRE-114/-)

📎 Personnel | 27 February 2023 v.1 - Minutes (Pages PRE-116/-)

5 **Matters Arising Not Covered Elsewhere**

None

📎 Confidential Annex 1 (omitted from public documents):

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6 **[CONFIDENTIAL] To Discuss of Personnel Issues**

*Confidential item omitted from public papers.*

6.1 **[CONFIDENTIAL] To receive a report on staff attendance/absence for 2022/23**

*Confidential item omitted from public papers.*

6.2 **[CONFIDENTIAL] To receive an update following a recent employee's Occupational Health Assessment**

*Confidential item omitted from public papers.*

6.3 **[CONFIDENTIAL] To receive update on other staff matters**

*Confidential item omitted from public papers.*

6.3.1 **[CONFIDENTIAL] To note: New contracts issued to RFO, Communications Officer, Head Groundsman/Buildings Manager, and Grounds Staff supervisor**

*Confidential item omitted from public papers.*

6.3.2 **[CONFIDENTIAL] To receive the notice of two employees**

*Confidential item omitted from public papers.*

6.4 **[CONFIDENTIAL] To receive an update on grounds apprenticeship schemes**

*Confidential item omitted from public papers.*

6.5 **[CONFIDENTIAL] To confirm proposal for personnel changes**

*Confidential item omitted from public papers.*

6.6 **[CONFIDENTIAL] To receive an update on the staffing budgets 2023/2024 (as approved 20 February meeting) including an increase in the employer's Kent pensions contributions from 23.8% to 23.9%**  
*Confidential item omitted from public papers.*

6.7 **[CONFIDENTIAL] To receive the costs for 2023-24 Medical Insurance membership**  
*Confidential item omitted from public papers.*

6.8 **[CONFIDENTIAL] To consider staffing vacancies and recruitment programme**  
*Confidential item omitted from public papers.*

7 **[CONFIDENTIAL] Parental Leave and Shared Parental Leave Policy**  
*Confidential item omitted from public papers.*

8 **[CONFIDENTIAL] To Consider an Evaluation of Staffing Hours**  
*Confidential item omitted from public papers.*