

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

Notice is hereby given of a Personnel Committee Meeting to be held in Doggetts Barn on 3 March 2026 at 11:00 am, which Councillors are summonsed to attend.

Town Clerk
26 February 2026

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 5, 5.1, 6, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.6.1, 6.6.2, 6.6.3, 6.6.4, 7, 7.1, 7.2, 7.3, 8, 9, 9.1, 9.2 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.

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Meeting Papers & Report

1 **To receive apologies for absence**

2 **Declarations of interest 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.

3 **To receive, approve and sign the minutes of the Personnel Meeting held on 7 November 2025 (pages 2023-112/1-7).**

Personnel | 07 November 2025 v.1 - Minutes (Pages 2023-112/1-7)

4 **Matters arising not covered elsewhere**

Updates below following meeting papers in November which reported:

Appraisals: These were completed over January and February (agenda item 9.1).

Annual contract HR and H&S services: Worknest 3 of the agreement, ends in 2027, committee will be asked to review and consider other options. This is noted as a reminder.

Polices: Recommendation for new polices (and also expected as part of the Quality Council:

- Harassment at work - is included in the Staff Handbook, but a Sexual Harassment policy is presented agenda item 6.6.1.
- Menopause - a Menopause Policy is included in the Staff Handbook, which I believe is sufficient but is present under agenda item 6.6.2.
- Training and Personal Development - agenda item 6.6.3.

Training records: All staff have been issued with new electronic forms to record training from 2025 onwards, with forms held in central folder in SharePoint Council files.

Principles of Internal Auditing Local Councils (PIALC): The Town Clerk started this in February, aiming to complete by end of February.

Worknest: uploading employee records to the HR platform remains outstanding.

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5 **[CONFIDENTIAL] Budget 2025-26 update**

Confidential item omitted from public papers.

5.1 **[CONFIDENTIAL] Kent Pension Scheme - Employer Pension Contribution Rate – 2026-29**
Confidential item omitted from public papers.

6 **[CONFIDENTIAL] To discuss Personnel matters**
Confidential item omitted from public papers.

6.1 **[CONFIDENTIAL] To receive update on staff attendance/absence for 2025/26**
Confidential item omitted from public papers.

6.2 **[CONFIDENTIAL] Grounds Apprenticeship update**
Confidential item omitted from public papers.

6.3

[CONFIDENTIAL] Medical Insurance Renewal 2026-27

Confidential item omitted from public papers.

6.4 **[CONFIDENTIAL] Paternity Leave Policy – review, and to not upcoming Paternity Leave**
Confidential item omitted from public papers.

6.5 **[CONFIDENTIAL] Annual Leave and Time Owed – year end position**
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6.6 **[CONFIDENTIAL] Policies: To receive and recommend to adoption**
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6.6.1 **[CONFIDENTIAL] Sexual Harassment policy**
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6.6.2 **[CONFIDENTIAL] Menopause Policy - to review section 6.2 Staff Handbook**
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6.6.3 **[CONFIDENTIAL] Training and Development Policy**
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6.6.4 **[CONFIDENTIAL] Paternity pay policy - to consider amendment**
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7.1 **[CONFIDENTIAL] To note: The Groundstaff annual medicals in March**
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7.2 **[CONFIDENTIAL] Community Warden Role – review of hours and future provision**
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7.3

[CONFIDENTIAL] Head Groundsman & Buildings Manager – proposed title change
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8 **[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours**

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9 **[CONFIDENTIAL] Staff salaries**

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9.1 **[CONFIDENTIAL] Appraisals, and confirmation of annual pay increments**

Confidential item omitted from public papers.

9.2 **[CONFIDENTIAL] To consider the Clerk's LC pay scale review**

Confidential item omitted from public papers.