



Battle Town Council



**MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE
held on Thursday, 19 January 2017 at The Almonry, High Street, Battle at 9.30am**

Present: Cllrs G Favell, D Furness and R Jessop

In Attendance: Carol Harris (Town Clerk)

1. Apologies for absence – None.

2. Disclosure of interest – None.

3. To approve and sign the minutes of the meeting held on 15 September 2016

Members agreed the minutes, which were duly signed by Cllr Favell.

4. Staff training

Cllr Favell had **produced draft work procedures documentation and these had been circulated and agreed as attached.** She confirmed that the Risk Assessments would form part of the next round of work to be completed.

The Committee agreed that all staff should be First Aid trained. The TC to discuss this within the next round of appraisal interviews. Details of **staff training requirement had been circulated, as attached, and was agreed.** **Cllr Favell proposed that the TC undertake the 3 day Project Management Course. This was agreed.** The TC was asked to contact David Birchenough at Hastings Cemetery to identify a suitable memorial inspection course.

5. Councillors' training

Members agreed:

- that **in-house training for Councillors** should take place at the end of each Full Council meeting; the Clerk would take the first training session with **Councillors identifying future requirements;**
- all **Councillors should attend one formal training session** per year;
- **adjoining Parishes be invited** to join training sessions for specific issues;
- the TC contact **Ian Davies and Mark Mulberry to enquire if 30minute training sessions** are possible;
- a **training file be kept for each Councillor.**

6. Arrangements for the interviews for the post of Deputy/ Trainee Deputy Town Clerk

The Committee agreed:

- **six candidates should be invited for interview.** (Post meeting note: SSALC highly recommended interviewing a 7th candidate and the Panel had accepted the recommendation);
- **interviews to take place on Thursday 26 January 2017;**
- in line with the Council's Policy, **the interview panel should be: the Clerk; Cllr Favell, Chairman of Personnel Sub Committee; and Cllr Ratcliffe;**
- **all candidates should undertake tasks to identify strengths prior to a verbal interview with a time allocation of 80 minutes per person;**
- that an extra Full Council meeting on **Tuesday 31 January 2017 at 7pm** to discuss the recommendation from the interview panel.

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7. Town Clerk's objectives for the period until 28 February 2017

The Clerk confirmed that her work on CiLCA is progressing well. It was agreed that further objectives be set once the office is fully staffed.

8. Matters for information and future agenda items

- To set the Town Clerk's objectives for the six month period from 01 March 2017, following the probationary period

9. Date of next meeting: to be determined

The meeting closed at 10.10am

**CLLR G FAVELL
CHAIRMAN**