

Battle Town Council



MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE held on Monday, 16 May 2016 at The Almonry, High Street, Battle at 9.00am

Present: Cllrs G Favell (Chairman), R Jessop and M Kiloh

In Attendance: Andy Beams (Town Clerk)

1. **Apologies for absence** – None.
2. **Disclosure of interest** – None.
3. **To approve and sign the minutes of the meeting held on 22 March 2016**
RESOLVED: Members agreed the minutes, which were duly signed by Cllr Favell
4. **To review the Town Clerk's appraisal and set objectives**
RESOLVED: Members approved a set of objectives to be agreed with the Town Clerk at a meeting in due course.
5. **To agree recommendations to F&GP regarding the Town Clerk's grading and salary**
The Town Clerk left the meeting while salary issues were discussed.
RESOLVED: Members agreed the Town Clerk's salary should fall within LC3 and the Deputy Town Clerk's salary should fall within LC2. Members agreed to recommend to F&GP increasing the Town Clerk's salary from SCP39 to SCP40, backdated to 1 January 2016.
6. **To agree recommendations to F&GP regarding the future appraisal process**
RESOLVED: Members agreed to use the NALC approved form for future appraisals. Cllr Favell agreed to forward this to the Town Clerk to be included in the background papers for the next F&GP meeting.
7. **Matters for information and future agenda items**
The Deputy Town Clerk's salary would be reviewed by the Town Clerk at her appraisal, with a recommendation to be made to the sub-committee in due course.
Cllr Favell wished to discuss training and training files at the next meeting.
Members agreed that the Town Clerk's appraisal would be conducted by a single member of the personnel sub-committee in future.
The Town Clerk reminded Members of Financial Regulation 4.4, requiring salary budgets to be formally reviewed and minuted in November each year.
8. **Date of next meeting:** To be confirmed

The meeting closed at 9.20am.

**CLLR G FAVELL
CHAIRMAN**