



Battle Town Council



**MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE
held on TUESDAY 27 November 2018 at The Almonry, High Street, Battle at 6.30pm**

Present: Cllrs G Favell (Chairman), D Furness and J Gyngell

In Attendance: Carol Harris (Town Clerk)

- 1. Apologies for absence – None.**
- 2. Disclosure of interest – None.**
- 3. Minutes of the meeting held on 1 May 2018** were agreed and duly signed by Cllr Favell.

4. Report from Town Clerk

A note summarising the recent **staff appraisals** had been circulated to Members. The Clerk was asked to ensure that SMART objectives are monitored. Due to the comprehensive Council knowledge required, it was agreed that it was not appropriate for the (t)Deputy Town Clerk to undertake the CiLCA course at this time. This will be revisited in six months. **Members agreed to the recommendation that, in recognition of outstanding contribution over the previous six months, one staff member receive an ex-gratia payment in December's salary.**

5. Apprentice ground staff

The Chairman reported that, despite a positive number of applications and a request for 4 candidates to attend interview, there had been no attendance. After discussion, it was agreed to one further attempt to recruit an apprentice. The Clerk was asked to include Claverham Community College and Robertsbridge schools.

6. Town Clerk

Members agreed that, in light of the 'exceeded expectation' appraisal, to award a one spine point salary increase from April 2019.

7. Ex-gratia payment to staff

Members agreed that for a final year, staff will receive an ex-gratia payment in the December salary.

8. Risk Assessments

The Clerk confirmed that work procedures for the outside workstaff are signed annually. Table format risk assessments are in progress and the (t)DTC was asked to complete these.

9. Matters for information and future agenda items

10. Date of next meeting: to be determined

The meeting closed at 7.30pm

**CLLR G FAVELL
CHAIRMAN**