



# Battle Town Council



A meeting of the PERSONNEL SUB-COMMITTEE will be held on  
Thursday, 19 January 2017 at 9.30am in the Almonry, High Street, Battle

To Cllrs: **G Favell, D Furness, R Jessop**  
(With copies to other Members for information)

Sub-Committee Members are hereby summoned to attend the meeting in order to transact the following business.

## A G E N D A

*Carol Harris*  
Town Clerk  
16 January 2017

- 1. To receive and record apologies for absence**
- 2. Disclosure of interest** - To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct.
- 3. To approve and sign the minutes of the meeting held on 15 September 2016**
- 4. Staff training**
  - To agree format of work procedures and documentation
  - To agree any training requirements for staff
- 5. Councillors' training**

To discuss the provision of in-house training for Councillors
- 6. To agree arrangements for the interviews for the post of Deputy/ Trainee Deputy Town Clerk**
  - To review recommendations received from SSALC and the Town Clerk and agree candidates to be invited for interview
  - To agree date of interview (suggest Thursday 26<sup>th</sup> January 2017)
  - To agree interview panel (suggest Clerk; Chairman of Personnel Sub Committee and one other)
  - To agree interview format and timetable
  - To consider calling an extra Full Council meeting to discuss the recommendation from the interview panel (suggest Tuesday 31 January 2017 at 7pm)
- 7. To set the Town Clerk's objectives for the period until 28 February 2017**
- 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**

**ALL MEETINGS OF BATTLE TOWN COUNCIL AND ITS COMMITTEES  
ARE OPEN TO THE PUBLIC**