



Battle Town Council



MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE
held on TUESDAY 1 MAY 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. **The minutes of the meeting held on 5 March 2018** were agreed and duly signed by Cllr Favell.

4. Apprenticeship to grounds maintenance team and agree timetable

The advertisement for an apprentice had been circulated and agreed. The Clerk confirmed that it was not possible to incorporate tree work training into the agreed apprenticeship but that a 20% discount would be offered for a future course to be undertaken. Members agreed that the successful candidate should be enthusiastic at the opportunity of further training opportunities. Plumpton College will now advertise and advise the Council of suitable candidates for interview. It is hoped that a start date in August will be agreed.

5. Recruitment of Grounds/Maintenance person

Members noted the resignation, due to relocation, of a valued member of the grounds team. **It was agreed to recommend to Finance & General Purposes that an advertisement for a Grounds/Maintenance Person, at an appropriate salary between £17,391 and £19,446, be placed immediately with applications by 18 May.**

6. Town Clerk

The midyear review had been completed. It was noted that the Town Clerk had undertaken appropriate training and had commented that some projects and schemes take up her time, sometimes disproportionately, resulting in non-priority tasks being delayed. After discussion about options to resolve the matter, it was agreed that Cllr Furness would write to the Dean to ensure correct communications are re-established.

The Committee noted the NALC approved salary increase and **agreed to recommend to Finance and General Purposes Committee a 2% salary increase for staff with effect from 1 April 2018.**

7. Councillor training

The Clerk reported that a bespoke 3hr training session could be provided by SSALC at a cost of £600 for up to 20 people. SALC offer various training sessions, generally in West Sussex, at a cost of £60pp. She suggested that, particularly in view of the high number of new Councillors, it would be beneficial to accept the **personalised session in Battle and to invite other local Councillors to join the event. Members agreed to recommend this to Finance & General Purposes Committee.**

8. Lone Working and Work Procedures

Members approved these documents, as attached. It was agreed that the Work Procedures must be reviewed and signed by staff annually.

9. Matters for information and future agenda items

- Complete Risk Assessments

10. Date of next meeting: to be determined

The meeting closed at 7.08pm

**CLLR G FAVELL
CHAIRMAN**

Personnel SC 01-05-18