



Battle Town Council



A meeting of the PERSONNEL SUB-COMMITTEE will be held on
THURSDAY, 15 SEPTEMBER 2016 at the Almonry, High Street, Battle at 10.00am

To Cllrs: M 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.

AGENDA

Andy Beams

Town Clerk

12 September 2016

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 16 May 2016**
4. **Staff training:**
 - (a) To agree content of staff training files
 - (b) To discuss work procedures and documentation (to include risk assessment)
 - (c) To agree any training requirements for staff
5. **To agree timetable for staff appraisals**
6. **To discuss long service awards**
7. **Matters for information and future agenda items**
8. **Date of next meeting: to be determined**

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