



Battle Town Council



**MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE
held on Tuesday, 22 March 2016 at The Almonry, High Street, Battle at 2.00pm**

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 agree terms of reference for confirmation by F & GP

Cllr Favell had prepared draft terms of reference for review.

RESOLVED: Members agreed these and Cllr Favell agreed to forward to the Town Clerk to circulate with the minutes.

4. To review job descriptions and roles of the Town Clerk and Deputy

Members reviewed the existing job descriptions, making suggested amendments. Cllr Kiloh confirmed the previously taken decision for the role to be Deputy Town Clerk, rather than Assistant Town Clerk. Members agreed that both the Town Clerk and Deputy Town Clerk should have knowledge of decisions and projects under way, and that the division of responsibilities would need to be decided mutually in order to provide clarity to staff members as to expectations.

RESOLVED: Cllr Favell to update the job descriptions and these to be circulated with the minutes of the meeting.

5. To agree training requirements for staff

RESOLVED: Members agreed for the Town Clerk to attend an HR training event, with the emphasis on appraisal techniques.

6. Matters for information and future agenda items

The Town Clerk's annual appraisal was to be arranged, with a subsequent meeting to set objectives for the next year. The Deputy Town Clerk's would then be completed by the Town Clerk.

7. Date of Next Meeting: Monday 25 April at 2.00pm

The meeting closed at 3.20pm

**CLLR G FAVELL
CHAIRMAN**