



Battle Town Council



**Minutes of the PERSONNEL SUB-COMMITTEE meeting
held on TUESDAY, 17th NOVEMBER 2020 at 6.30pm by Zoom**

Present: Cllrs J Gyngell (Chairman), G Favell and M Kiloh

In Attendance: Carol Harris (Town Clerk)

- 1 **Apologies for absence – None.**
- 2 **Disclosure of interest – None.**
- 3 **Minutes of the meeting held on 8th September 2020 were agreed to be signed electronically by Cllr Gyngell.**
- 4 **Deputy Town Clerk & Town Development Officer**
Cllr Gyngell reported on the process undertaken for the proposed recruitment and confirmed that one candidate had been invited for a second interview. She confirmed that this had been very successful and the panel were unanimous in their conclusion. **Members agreed to recommend to Full Council that the position be offered to Nicola Boarer, subject to references, at a salary between spine points 18-23 pro-rata, as advertised, for eighteen and a half hours per week; to be worked Monday to Friday mornings, with hours deducted for any meetings out of these times. A probation period of six months is suggested.**
- 5 **Matters to note / future agenda items**
 - **To receive a report from the Clerk following the staff appraisal process**
- 6 **Date of next meeting: Tuesday 24th November 2020 at 6.30pm**

**THIS MEETING WILL NOT BE OPEN TO THE PUBLIC DUE TO THE
CONFIDENTIAL NATURE OF THE BUSINESS**