



Battle Town Council

MINUTES of the PERSONNEL SUB-COMMITTEE meeting held on TUESDAY, 12 MAY 2020 at 6.30pm by Zoom

The Clerk reported that given the current situation and an overlooked Bank Holiday, the Agenda had not been published as required. Any decisions taken at this meeting will therefore be ratified by Full Council.

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 28 January 2020 2019 were agreed to be signed electronically by Cllr Gyngell.

4. Clerks Report

- The two members of **groundstaff** are working individually: one at the cemetery; the other at the recreation ground and general areas. All appears to be working well despite the disappointing theft of tools.
- The groundstaff **trainee** has not been invited back to work as travel by rail is essential. Regular verbal contact is maintained.
- Contact has been made with recently **retired member of groundstaff** who is adapting to both his retirement and the current Covid-19 crisis. He is aware that a post-retirement gathering will be arranged when restrictions have been removed.
- **Office staff** remain working from home, as instructed by Government. The tasks required are greatly changed with a great deal aimed at keeping residents informed and assisted in the current situation. It is clearly more difficult to communicate but it appears to be generally working well.
- It was agreed that the **Assistant to Town Clerk** could postpone one day of her annual leave to allow a greater 'hand-over' prior to the Clerk's leave next week.
- Communication is ongoing with the Chairman of **Beautiful Battle** to identify what work can be carried out safely and not impact on the current staff limitations.

5. Staff matters for recommendation to Full Council:

- Due to the Governments restrictions imposed due to Covid-19, the **new member of groundstaff** had been unable to start as proposed. Some uniform has been purchased with other items due shortly, following easing of some Government restrictions. Following conversations with existing members of staff and Ms Arnold, it was suggested that she could start work at the cemetery with social distancing maintained. Members agreed that Ms Arnold's contract should start with effect from Tuesday 26th May 2020. The Clerk will meet to discuss Health and Safety and employment matters at the cemetery.
- The six month contract for the **Marketing & Town Development Officer** expires at the end of June. Members discussed the standard of work produced and agreed that performance would need to improve. The challenges of working from home without supervision were noted. **It was agreed to recommend to Full Council that Ms Ogden's contract be extended for three months.** This would allow for the role to be more accurately identified by the External Relations & Town Development Committee, some normal working practice to be resumed and suitability of Officer to be ascertained.

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- The **trainee groundstaff** member had been unable to attend college or work due to the Government instructions on Covid-19. It has been indicated that his college qualification will extend until Christmas this year. Members agreed that he should not be asked to return to work until it is safe to do so. Members agreed to discuss Mr Jenner's position further in September.

6. Matters to note / future agenda items

- Update on staff
- Work instructions review
- Appointment of specialist Human Resources and Risk Management services

7. Date of next meeting: To be agreed.

The meeting closed at 7.10pm

**CLLR J GYNGELL
CHAIRMAN**

Minutes agreed & signed electronically 8th September 2020 – *J Gynge*