



Battle Town Council



Minutes of the PERSONNEL SUB-COMMITTEE meeting held on TUESDAY, 24th 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 17th November 2020** were agreed to be signed electronically by Cllr Gyngell.

4 **Report from the Clerk following staff appraisal process**

Staff appraisals had been completed prior to the Government instructions for a further Covid-19 lockdown for all except the Marketing & Town Development Officer. Members acknowledged the difficult year due to the pandemic which had required a change of routines and practices for most members of staff. Generally this had been successful.

A full report, including objectives for the forthcoming year and grades, had been circulated and was noted. Concern at the lack of accuracy of work, despite the level of tasks having reduced, was highlighted in relation to one member of staff and discussion on how to rectify this had been discussed. A member of staff had been asked to consider his ability to comply with his contract of employment in relation to aerial tree work.

Following an, almost complete, successful six month probation period, **the Clerk recommended that Shania Arnold be offered the permanent Grounds and Maintenance position with particular responsibility for the Cemetery.**

Specific training had been identified:

- Asst to Town Clerk – none, other than the renewal of First Aid at Work, although this will be monitored;
- Grounds staff: Recreation Grounds – football grounds maintenance and digger use. Members queried the benefit of this for Council and the Clerk confirmed that there are occasions that this would be of use;
- Grounds maintenance staff: Allotments – a basic carpentry course to improve repairs to benches;
- Grounds maintenance staff: Cemetery - aerial tree cutting, in accordance with her contract of employment, and horticulture; particularly in relation to wild meadows.

The Asst to Town Clerk has requested that her hours be adjusted from April 2021. This was agreed in principle and will be discussed further in the New Year.

Grounds staff had suggested that the purchase of a larger mower would allow for in-house grass cutting: including verges. This will be discussed by Full Council as part of the review of the grass cutting regime.

Following a significant mistake in routine administration, a formal letter advising of an investigation has been issued to the Asst to Town Clerk.

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Annual Leave

Members noted a national agreement in relation to holiday to increase the annual minimum leave entitlement for staff members of under 5 years' employment to 22 days, backdated to April 2020; which will be applied to three members of staff.

Members were reminded that the Clerk's role had become more time intensive with the new staff members, Covid-19, general supervision and additional tasks resulting from current projects which had resulted, again, in an excess of hours worked and very little annual leave taken this year. It was noted that, due to the Covid-19 pandemic, Government regulations allow up to 4 weeks of unused leave to be carried into the next 2 leave years. In relation to the extra hours worked, it was anticipated that, with the employment of a Deputy in the New Year, contractual hours will be more attainable.

5 Report from the Chairman following the Clerk's appraisal

Members noted that there had been no criticism of the Clerk's endeavours over this challenging year and the grades applied had been an equal mix of A/B.

6 Deputy Town Clerk & Town Development Officer

The Clerk confirmed that Nicola Boarer had accepted the role, subject to satisfactory references and that these had been applied for.

7 Recommendations to Finance & General Purposes Committee relating to Staff matters:

- **Shania Arnold be offered the permanent Grounds and Maintenance position with particular responsibility for the Cemetery and that, subject to further satisfactory improvements, a one point salary point increase be applied in April 2021;**
- **The Town Clerk receive a pay scale increase of two points from April 2021.**

8 Matters to note / future agenda items

9 Date of next meeting: to be determined

There being no further business, the meeting closed at 7.05pm

**CLLR J GYNGELL
CHAIRMAN**