



Battle Town Council



**MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE
held on Thursday, 15 September 2016 at The Almonry, High Street, Battle at 10.00am**

Present: Cllrs G Favell, D Furness and R Jessop

In Attendance: Carol Harris (Deputy Town Clerk)

It was agreed that Cllr Favell be elected to serve as Chairman for the Personnel Sub-Committee for the meeting as the Chairman needs to be elected by the F&GP Committee.

1. Apologies for absence – None.

2. Disclosure of interest – None.

3. To approve and sign the minutes of the meeting held on 16 May 2016

Members agreed the minutes, which were duly signed by Cllr Favell.

4. Staff training:

(a) The **content of staff training files** was agreed as attached.

(b) It was agreed that Cllr Favell and the DTC would produce **work procedures and risk assessments** relating to the outside workforce for consideration at the next Personnel S-C meeting. The DTC was asked to produce a draft Lone Working Policy for the next F&GP meeting.

(c) The DTC suggested that **training** for the outside workstaff should include weed spraying, pole-saw use and grounds maintenance. She confirmed that a project management course would prove valuable to build on recent experience gained on behalf of the Environment Committee. The DTC was asked to confirm the existing training budget and research costs of the training itemised.

5. To agree timetable for staff appraisals

Cllr Jessop agreed to carry out the Town Clerk's appraisal in accordance with the Council's agreed procedure by the end of September. The remaining staff appraisals would then be completed before the end of October.

6. To discuss long service awards

Cllr Furness proposed that recognition of long service should be made to all staff members. It was suggested that this should include employment for 5, 10 and 20 year periods. Cllr Jessop agreed to investigate suitable awards and **Members agreed to refer the introduction of long service awards to the next F&GP meeting for an appropriate budget.**

7. Matters for information and future agenda items

Health & Safety Issues

8. Date of next meeting: to be determined in accordance with appraisal process.

The meeting closed at 10.35am

**CLLR G FAVELL
CHAIRMAN**