Battle Town Council

A meeting of the PERSONNEL SUB-COMMITTEE will be held on THURSDAY, 3 SEPTEMBER 2026 at 2.30pm at The Almonry, High Street, Battle

To Cllrs: V Cook (Chairman), A Barton, S Burton, D Wheeler
(with copies to other Members for information)

Committee members are hereby summoned to attend the meeting in order to transact the following business.

In the interests of the environment, all relevant information will be available electronically and you are requested only to print if necessary

A G E N D A

Carol Harris
Town Clerk
27 August 2026

1. **To record and receive apologies for absence**

2. **Disclosure of Interest:** To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct.

3. **To approve and sign the minutes of the previous meeting held on 22 April 2026**, subject to the amendment to the date of the previous meeting

4. **To receive a report from the Town Clerk**

5. **To receive update on mid-year appraisal process**

6. **To receive a report on completion of probation period for the Administrative Officer**

7. **To consider comments from Officers on Standby and Call Out Policy and agree response**

8. **To consider pay scale range for each role**

9. **To review items from Finance & General Purposes Action Plan for 2023-2027 relating to Personnel Sub-Committee; not elsewhere on the agenda**

a) Review office staffing against Council business requirements prior to budget setting
b) Review Grounds staffing requirements against workload
c) Make recommendations to Council if changes required
d) Publish salary scales on website

10. **To agree recruitment requirement and procedure for seasonal, experienced grounds person from 1 April 2027**

11. **To note advice from National Association of Local Council and agree recommendation to Finance & General Purposes Committee for annual pay increase of 3.3% from 1 April 2026**

12. **To review Almonry Office opening times**

13. **To consider requirement for staff to be Emergency First Aid At Work trained**

14. **To review appraisal documents**

15. **To review staff structure document**

16. **To review Health & Safety Policy**

17. **Matters for Information / Future Agenda Items**

18. **Date of next meeting – To be agreed**