Battle Town Council

A meeting of the PERSONNEL SUB-COMMITTEE will be held on MONDAY, 21 SEPTEMBER 2026 at 9.30am 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
16 September 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 agree Councillors for Town Clerk's appraisal**

EXCLUSION OF THE PUBLIC AND PRESS
For the consideration of sensitive information, it is recommended that the press and public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2) for the items 7 and 8:

7. **To receive a report on completion of probation period for the Administrative Officer and consider options**

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

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

10. **To consider Officers' work load survey form and agree action**

11. **To consider new Appraisal Policy**

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

13. To review staff structure document

14. 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

15. To review Almonry Office opening times

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

17. To allocate policies for review

a) Bullying & Harassment (July 2026)
b) Disciplinary & procedure (with appendices) (July 2026)
c) Health & Safety (Nov 2026)
d) Lone working (Sep 2026)
e) Member/Officer Relations Protocol (Nov 2026)

18. Matters for Information / Future Agenda Items

19. Date of next meeting – To be agreed