Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 6th December 2011 at 7.30 pm

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Present	Councillors	Paul Adams	
		Peter Cowie	Vice-Chairman
		Elizabeth Fermor	
		Philip Fermor	
		George Moss	Chairman
		Kay Moss *	
		Wendy Scrace	
		Matthew Street	
		Sandra Timms *	
		Neil Waller *	
In attendance		Philippa Hewes	Town Clerk

* *Denotes non attendance*

APOLOGIES

Cllr Kay Moss – personal reason
Cllr Sandra Timms – personal reason

DECLARATIONS OF INTEREST

None.

MINUTES

Meeting of 24th October 2011

6346 Subject to the inclusion of Cllr Wendy Scrace as an attendee, it was **RESOLVED** that Minutes of the meeting held on 24th October 2011 as confirmed be signed by the Chairman.

Matters outstanding for updating and noting

None.

POLICIES

E-mail and Internet Policy

The revised policy was reviewed. Enquiries to be made from the Council's computer support contractor regarding the virus check facility for disks/memory sticks and the archiving of emails.

6347 **RESOLVED** to adopt the revised Email and Internet Policy.

Anti-fraud and Anti-corruption Policy

Procedures and guidelines contained within the Anti-fraud and Anti-corruption Policy are covered within legislation and other policies. As part of the Council's procedures, measures are in place for the review of internal control including the governance environment and framework and for internal audit. The action of members is covered by the Code of Conduct.

6348 **RESOLVED** not to continue with the Anti-fraud and Anti-corruption Policy as the procedures and guidelines are covered by legislation and other policies.

6349 **RESOLVED** that this Committee excludes the public and press from this meeting on the grounds of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 section1.

STAFF

To consider staffing issues and a change of salary scale for one member of staff

The Ranger has asked the Council to consider allowing her to work 10 Keeping in Touch days during her maternity leave.

6350 **RESOLVED** to allow the Ranger to work up to 10 Keeping in Touch days during her maternity leave, to be paid at her usual daily rate. This is in addition to any statutory maternity pay.

Interviews for the position of Finance & Planning Administrator will be held on 9th December.

Report reviewed on the change to the role of the Events Co-ordinator and the increased responsibility including communications and Mayor's engagements.

6351 **RESOLVED** to increase the salary of the Events Co-ordinator to SCP 28 with effect from 1st December 2011, to reflect the change of role and increased responsibility.

Report on half-yearly appraisals

All members of staff have had a mid-year review with objectives agreed or updated. A further review has been scheduled for one member of staff.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA
None.

The meeting closed at 8.10 pm