

CROWBOROUGH TOWN COUNCIL

To all Members of the **PERSONNEL** Committee (with copies to all other Members for information).

You are summoned to attend a meeting of the **PERSONNEL** Committee to be held at the Town Hall, The Broadway, Crowborough on Monday 27th February 2012 at 7.30 pm when it is proposed to transact the following business:

Town Clerk
20th February 2012

ALL MEETINGS ARE OPEN TO THE PUBLIC

PLEASE NOTE THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
 - 3.1. **Minutes of meeting held on 6th December 2011**
 - 3.2. **Matters outstanding for updating and noting**
E-mail and Internet
The Council's computer support contractor has confirmed that a virus check is automatically carried out on any disk/memory stick entering the Council's computer system. Emails are archived on the system.
4. **POLICIES**
 - 4.1 **To consider Sickness/Absence Policy**
5. **STAFF**
 - 5.1. **Review of staffing levels and salaries**
 - 5.2 **Report on staff issue.**
6. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**