

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall,
The Broadway, Crowborough on Tuesday 7th June 2011 at 7.30 pm

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

* *Denotes non attendance*

APOLOGIES

Cllr Peter Cowie – personal reason
Cllr Matthew Street – prior engagement

DECLARATIONS OF INTEREST

None.

MINUTES

Meetings of 22nd March 2011 and 17th May 2011

6178 **RESOLVED** that Minutes of the meetings held on 22nd March and 17th May 2011 as confirmed be signed by the Chairman.

Matters outstanding from these minutes

None.

POLICIES

To review Policy on Child Protection & Vulnerable Persons and consider amendment to requirement for CRB checks

Latest guidance is for CRB checks to be undertaken where there is regular contact with vulnerable people – very occasional or one-off contact with vulnerable people is not likely to justify applying for a CRB disclosure.

Discussion on the revised policy and the proposal to restrict Criminal Records Bureau (CRB) checks to ground staff due to their role in working at recreation grounds and other amenity areas. It was considered that the list from the existing policy covering Do/Do Not

UNADOPTED UNTIL THE NEXT COUNCIL MEETING

guidelines for behaviour with children and vulnerable persons should be handed to new ground staff as part of their induction training. Other measures will be introduced to provide refresher training on the Do/Do Not guidelines on an annual basis.

Allegations or suspicions of inappropriate behaviour are to be referred to the Town Clerk. It was AGREED to make enquiries with other councils to see if there are procedures/training for this role.

6179 **RESOLVED** to adopt the revised Child Protection & Vulnerable Persons Policy with the addition of the text ‘You must refer; you must not investigate’.

6180 **RESOLVED** to establish a process for training ground staff on Do/Do Not guidelines for behaviour with children and vulnerable persons as follows:

- Inclusion in induction training for new ground staff.
- Reading of guidelines annually at a team meeting; a record of attendance to be placed in staff files.
- Guidelines to be attached to CRB application/renewal.
- Guidelines to be displayed on staff noticeboard at Wolfe.

To set priorities and timelines for a review of further policies

It was AGREED to review at least 2 policies per meeting to be prioritised as follows:

1st Disciplinary
Grievance
Handling complaints from members of the public

2nd Performance Management
Training

3rd Anti-fraud and anti-corruption
Email and internet

STAFF OBJECTIVES AND APPRAISAL PROCESS

Update on progress

All staff have received an appraisal and interim reviews are scheduled for October. A number of training opportunities have been identified.

To agree process for Clerk’s objectives

6181 **RESOLVED** to adopt the following process for considering Clerk’s objectives:

- Chairman of the Personnel Committee to send a confidential email to all Cllrs asking for possible objectives by 19.06.11. Objectives must cover – reason/measure/timescale.
- Cllrs Elizabeth Fermor, George Moss and Sandra Timms will form a working party to discuss and consolidate the suggested objectives.

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- An informal meeting will be held with the Clerk to consider objectives.
- List of objectives to be circulated prior to the next meeting of the Personnel Committee.

It was agreed that the Clerk should have an appraisal which will be undertaken by Cllr George Moss with either Cllr Matthew Street or Cllr Sandra Timms. The Clerk may be accompanied by a Human Resources specialist although it was confirmed that this was not required on this occasion.

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN
FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**

Linda Butcher is now president elect for the Society of Local Council Clerks and it was AGREED to send a letter of congratulations.

The meeting closed at 8.25 pm