

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 12th September 2011 at 7.30 pm when it is proposed to transact the following business:

Town Clerk
2nd September 2011

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. **Meeting of meeting held on 7th June 2011**
 - 3.2. **Matters outstanding for updating and noting**
 - 3.2.1 **Child Protection & Vulnerable Persons Policy (6179 & 6180)**

Additional text included 'You must refer; you must not investigate'
Policy read to ground staff at a team meeting and a copy displayed at Wolfe.
Other processes are now in place for regular promotion of the policy.
 - 3.2.2 **Letter of congratulations for president elect for the Society of Local Council Clerks**

A letter of congratulations has been sent to Linda Butcher
4. **POLICIES**
 - 4.1 **To review the following policies:**
 - **Handling complaints from the public**
 - **Health and Safety**
 - **Training**
5. **STAFF OBJECTIVES AND APPRAISAL PROCESS**
 - 5.1. **Clerk's objectives and review**
 - 5.2. **To note Clerk's attainment of a distinction in a foundation degree for Community Engagement and Governance and approve the additional salary increment in accordance with contract.**
6. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**