Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall, The Broadway, Crowborough on Monday 12th September 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	
		Matthew Street (left 8.15pm)	
		Sandra Timms	
		Neil Waller *	
In attendance		Philippa Hewes	Town Clerk

* *Denotes non attendance*

APOLOGIES

Cllr Peter Cowie – personal reason

DECLARATIONS OF INTEREST

None.

MINUTES

Meeting of 7th June 2011

6250 **RESOLVED** that Minutes of the meeting held on 7th June 2011 as confirmed be signed by the Chairman.

Matters outstanding from these minutes

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.

Letter of congratulations for president elect for the Society of Local Council Clerks
A letter of congratulations has been sent to Linda Butcher.

POLICIES

Handling complaints from the public

The existing policy was reviewed.

6251 **RESOLVED** to accept the existing policy for Handling complaints from the Public without amendment.

Health and Safety

A revised Health and Safety Policy was reviewed.

6252 **RESOLVED** to adopt the revised Health and Safety Policy subject to the inclusion of 'all accidents to be recorded in the Council's Accident Book'

Training

The existing policy was reviewed.

6253 **RESOLVED** to accept the existing policy for Training without amendment.

6254 **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 OBJECTIVES AND APPRAISAL PROCESS

Clerk's objectives and review

6255 **RESOLVED** to agree the Clerk's objectives as previously circulated.

A review will now be scheduled.

Familiarisation of Council's assets

Following a request for a tour of the Council's owned/managed sites it was AGREED to forward a list/description of the sites to members in order to assess interest. Tours can then be organised for specific areas or all sites.

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.

Clerk was congratulated on the achievement.

6256 **RESOLVED** that an additional salary increment for the Clerk, in respect of the qualification, be applied in accordance with the contract.

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

There was a report on staffing issues following a grievance complaint. Notification received that another member of staff will be taking a planned long term absence.

An additional Personnel Committee meeting has been scheduled for 24th October to consider staffing issues.

The meeting closed at 8.48 pm