



Minutes of the Meeting of the
Human Resources Committee of Westgate-On Sea
Town Council

Held on 26th July 2022 at 6.30pm at 78 St Mildreds
Road, Westgate on Sea CT8 8RF

Present	Cllr Donaldson (Chairman); Cllr Cornford (Vice-chair); Cllr Calcutt; Cllr O'Connor	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Cllr King	
3 341	To receive apologies for absence None	
3 342	Declarations of Interest There were none	
3 343	Minutes It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the minutes of the meeting held on 2022 were approved as true and accurate record.	
3 344	Public Participation Session There were no public participants for this session.	
3 345	Training Town Clerk shared proposed training requests from officers and Members with the HR Committee. Cllr Cornford requested to attend one NALC training opportunity taking place online in September – Working Between the Tiers. Town Clerk requested to attend the Safeguarding training offered by Social Enterprise Kent in October and November. Cllr Donaldson requested to join the NALC Empowering Communities conference in November. The Town Clerk to speak to the Groundsperson to ask if he would like to attend the Basic Tree Survey and Inspection training in September. It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the Cllr Donaldson will attend the NALC Empowering Communities Conference on 07.11.22 at a cost of £75.04. Cllr Cornford will attend the Working Between the Tiers seminar facilitated by NALC at a cost of £43.09. Town Clerk will attend Safeguarding Levels 3 and 4 facilitated by Social Enterprise Kent at a cost of £129.00 for Level 3 and £269.00 for Level 4.	
3 346	Policy Review Town Clerk provided draft policies for Members to debate and invited recommendation to Full Council for adoption.	

	<p>Town Clerk shared the following policies:-</p> <ul style="list-style-type: none"> • Smoking Policy • Volunteer Policy <p>It was moved by Cllr Calcutt and seconded by Cllr Cornford and RESOLVED: that the Smoking Policy be recommended by the HR Committee for adoption by Council.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Cornford and RESOLVED: that the Volunteer Policy be recommended by the HR Committee for adoption by Council.</p>	
3347	<p>Proposed New Policy</p> <p>Town Clerk shared a draft new policy with Members for Community Engagement and Communication for debate. Members provided feedback and welcomed the policy.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Calcutt and RESOLVED: that the draft Community Engagement Policy be recommended by the HR Committee for adoption by Council.</p>	
3348	<p>Civility and Respect Pledge – Bullying and Harassment Statement</p> <p>Town Clerk shared details of the SLCC launched invitation for the Civility and Respect Pledge and the Bullying and Harassment Statement that local Councils are invited to adopt to demonstrate their zero-tolerance policy on bullying and harassment. Members were keen that the Civility and Respect Pledge be extended to include internally respecting each other as well as externally with partner organisations.</p> <p>It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the Civility and Respect Pledge be recommended by the HR Committee for adoption by Council; this will involve signing up at Full Council if the resolution is passed. Also that the Bullying and Harassment Statement be recommended by the HR Committee for adoption by Council and is proposed to be shared on the Council website and social media platforms.</p>	
3349	<p>Committee Members were requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public were excluded from the meeting during consideration of the next items in respect of matters relating to the employment of staff.</p> <p>It was RESOLVED that the public were asked to leave the meeting during consideration of the following items.</p>	

3 350	<p>Staffing Matters</p> <p>The Town Clerk reported on staffing matters including Councillor behaviour in relation to officers, reported on the recently completed appraisals for all staff managed by the Town Clerk, review of staffing and resources for the Council and flexible working.</p> <p>Cllr Donaldson and Cllr Cornford reported on the Town Clerk appraisal outcomes to Members.</p> <p>It was RESOLVED: that the Chair of the HR Committee sends a letter to remind one Town Councillor of the responsibility each Cllr has as an employer.</p> <p>It was RESOLVED: that all the appraisals for staff managed by the Town Clerk were received.</p> <p>It was RESOLVED: that the Town Clerk conducts a review of current resources including staffing, provision of IT including finance software and website. There will be a report prepared for Full Council which outlines a business plan and proposals to contribute to the budget setting process for next fiscal year.</p> <p>It was RESOLVED: that the flexible working request from the Finance Assistant was agreed.</p> <p>It was RESOLVED: that following the Town Clerk appraisal the Town Clerk be awarded one point on the incremental scale which is backdated to 1st April 2022.</p>	
3 351	Next meeting: 27 th September 2022	
3 352	Meeting closed at 8.16pm	

Signed.....*David Donaldson*.....

Date.....*5/10/2022*.....

