



**Sir/Madam to all Members of the Human Resources Committee
of Westgate-on-Sea Town Council**

**You are hereby summonsed to attend a meeting of the
Human Resources Committee**

on Tuesday 30th July 2019 at 6.30pm

at 78 St Mildreds Road, Westgate-on-Sea, Kent CT8 8RF

Residents are cordially invited to attend the meeting.

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr J Cornford; Cllr D Donaldson; Cllr P O'Connor; Cllr M Pennington

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence and substitutes

2. MEMBERS' INTERESTS

To receive declarations of pecuniary and non-pecuniary interests

3. MINUTES

To receive and approve the minutes of the meeting held on 28th May 2019 (Copy Appendix A)

4. NALC ANNUAL CONFERENCE 2019

Clerk to provide details for the NALC Annual Conference for October 2019 and debate if a Member should attend to represent the Council.

5. OFFICE OPENING HOURS

Town Clerk to provide a report on the impact of the office move and staff training inhouse.

6. ENGAGEMENT OF COUNCILLORS

Town Clerk to report and invite debate by Members on proposals to encourage opportunities for Cllrs to engage and enhance knowledge; recommendations to Council.

EXCLUSION OF PRESS AND PUBLIC

Council is 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 will be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

7. STATEMENT OF PARTICULARS FOR TOWN CLERK AND RFO

Clerk to provide copies of the statement of particulars for the role of Town Clerk and RFO; to be reviewed and received.

8. STAFFING MATTERS

To receive a report from the Town Clerk on staffing matters, including performance and appraisals.

Next Meeting 24th September 2019 – 6.30pm