



**To all Members of the Human Resources Committee
of Westgate-on-Sea Town Council**

**You are hereby summonsed to attend a VIRTUAL meeting of the
Human Resources Committee
on Tuesday 24th November at 6.30pm**

Members of the public can join the Zoom Meeting, please contact the Town Clerk by email townclerk@westgateonsea.gov.uk with any queries. Please ensure that your full name is shown when you enter the virtual waiting room. The link for the meeting is:-

<https://us02web.zoom.us/j/87123959741>

Meeting ID: 871 2395 9741

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr J Cornford (Chair); Cllr D Donaldson; Cllr P O'Connor (Vice-chair); 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 July 2020 (**Copy Appendix A**)

4. POLICY REVIEW

Town Clerk to provide draft policies for debate;

- a) Councillor's Email Policy
- b) Privacy Policy

to recommend to Council for adoption: **Decision required**

5. DYNAMIC COUNCILLOR COURSE REPORT

Town Clerk to share details of reports from three Town Councillors on recent attendance to Dynamic Councillor Training provided by KALC in November.

6. CHRISTMAS CLOSURE OF TOWN COUNCIL OFFICE

Town Clerk to propose that Town Council office and services are closed from 4pm on 24.12.20 and to reopen at 9am on 04.01.21: **Decision required**

7. TRAINING BUDGET REPORT AND TRAINING REQUESTS

Town Clerk to provide a training budget report and update to Members; recommendations and report from the Town Clerk on training proposed for staff in the next few months: **Decision required**

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:

8. STAFFING MATTERS

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

Next Meeting 26th January 2021 – 6.30pm