



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

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

on Wednesday 26th September 2018 at 6.30pm

at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR

**To all those present please at all times treat each other with courtesy, respect
and dignity.**

Residents are cordially invited to attend the meeting.

Signed: 

Town Clerk & RFO

Committee Members: Cllr J Cornford; Cllr P O'Connor; Cllr H Page; 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 10th July 2018 (**Copy attached – Appendix A**)

4. HEALTH AND SAFETY POLICY

To debate the proposed Health and Safety Policy to ensure that it is robust and relevant for the Town Council; recommendations to Council (**Copy attached Appendix B**)

5. COUNCILLORS REPORT

Members to provide a report on any issues since the last HR Committee meeting.

6. COMMUNICATION

Members to discuss how communication can be improved in the Council and report to Council.

7. MEMBERS TRAINING

Members to discuss training recommendations for new Councillors and existing Councillors and report 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 may be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

8. CLERKS REPORT

Town Clerk to provide an update to the Committee on the staffing situation for the Town Council.

9. DRAFT STRATEGIC PLAN

Members to draft skeleton proposal for a strategic plan that incorporates suggested objectives and potential staffing levels required for ensuring key demands are met.

10. Next Meeting – 13th November 2018 7.30pm