



**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 Tuesday 22<sup>nd</sup> November 2022 at 6.30pm at the Town Council Office, 78 St Mildreds  
Road, Westgate on Sea CT8 8RF**

**Members of the public are welcome.**

Signed: *Gill Gray*

Town Clerk & RFO

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Committee Members: Cllr Donaldson (Chair); Cllr Cornford (Vice-chair); Cllr Calcutt; Cllr O'Connor

**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 05.10.2022 (**Copy Attached**)

**4. PUBLIC PARTICIPATION SESSION**

**The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(h) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.**

**5. CIVILITY AND RESPECT ON SOCIAL MEDIA**

Town Clerk to share the recently published Social Media Civility and Respect Guide and Policy Supplement.

**6. CO-OPTION VACANCY PROCESS**

Town Clerk to report on the expressions of interest for the co-option vacancy and to invite debate on the process for the interviews to be recommended to Full Council: **Decision required**

**7. TRAINING**

Town Clerk to share a list of KALC & NALC events/training opportunities with Members and update on the training budget remaining for the rest of the fiscal year.

**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:

## **6. STAFFING MATTERS**

To receive a report from the Town Clerk on staffing matters including:-

- Town Clerk appraisal and reflection of 2022: **Decision required**
- Recruitment of new Administrator role update

**Next Meeting 24<sup>th</sup> January 2023**