



**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 26th January at 6.30pm**

Members of the public can join the Zoom Meeting, please contact the Town Clerk by email [townclerk@westgateonsea.gov.uk](mailto: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/82448241400>

Meeting ID: 824 4824 1400

Signed: *Gill Gray*

Town Clerk & RFO

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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 24<sup>th</sup> November 2020  
**(Copy Appendix A)**

**4. POLICY REVIEW**

Town Clerk to provide draft policies for debate;

- a) Safeguarding Policy
- b) Training and Development Policy

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

**5. TRAINING UPDATES AND REQUEST FOR NEXT FINANCIAL YEAR**

Town Clerk to report on proposals for training from 01.04.2021 for officers and Councillors: **Decision required**

**6. PROPOSED INCREASE IN FINANCE ASSISTANT HOURS OF WORK**

Town Clerk to propose that the working hours for the Finance Assistant are increased by up to 10 hours a week; this is due to the imminent Community

Asset Transfer of the War Memorial Recreation Ground to support the Town Clerk with organisation and financial implications: **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:

#### **7. STAFFING MATTERS**

To receive a report from the Town Clerk and Chairman on staffing matters, including Town Clerk appraisal outcomes and Councillor behaviour.

**Next Meeting 23rd March 2021 – 6.30pm**