



**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 Wednesday 27th May 2020 at 5pm**

**Members of the public please contact the Town Clerk by email  
[townclerk@westgateonse.gov.uk](mailto:townclerk@westgateonse.gov.uk) for attendance to receive an invitation to  
join the meeting.**

Signed: *Gill Gray*

Town Clerk & RFO

---

Committee Members: Cllr J Cornford (Chairperson); 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. POLICY REVIEW**

Town Clerk to share the following policies for review and debate by Members with recommendation to Full Council for adoption:-

- (a) Lone Working Policy
- (b) Data Protection Policy
- (c) Request for Information Policy
- (d) Staff Email and Communication Policy
- (e) Smoking Policy

**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:

**4. APPRAISALS FOR TOWN COUNCIL STAFF**

Members to receive the appraisal reports undertaken by the Town Clerk for the five members of staff with objectives and recommendations for

completing the probation periods for three members of staff: **Decision required.**

**5. STAFFING MATTERS**

To receive a report from the Town Clerk on staffing matters, including Councillor behaviour and the recent challenges arising from the Coronavirus COVID-19 situation.

**Next Meeting 28<sup>th</sup> July 2020 – 6.30pm**