



Minutes of the Meeting of the

Human Resources Committee of Westgate-On Sea
Town Council on 26th March 2019 at 7.15pm

Held at 11 Ethelbert Square, Westgate-On-Sea, Kent
CT8 8SR

Present	Cllr Cornford (Chairman); Cllr O'Connor; Cllr Page, Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
17 16	To receive apologies for absence None	
17 17	Declarations of Interest There were none	
17 18	Minutes It was RESOLVED that the minutes of the meeting of 12 th February 2019 be signed and approved as a true record of the meeting.	
17 19	Policies a) Health and Safety Policy Members debated the draft Health and Safety policy provided by the Town Clerk and suggested some recommendations for slight additions to the content; it was RESOLVED that following the slight alterations that the Health and Safety Policy be recommended to Full Council for adoption. b) Recruitment Policy Members debated and reviewed the Recruitment policy; it was RESOLVED that comments and thoughts be sent to the Chair of the HR Committee who will work with the Town Clerk and the policy to be returned for debate at a future meeting. c) Data Protection Policy Members debated and reviewed the Data Protection policy; it was RESOLVED that the Chair of the HR Committee and the Town Clerk will work together and include assistance from the DPO Satswana for comments before the policy is returned for debate at a future meeting. d) Training and Development Policy Members debated the draft Training and Development Policy provided by the Town Clerk; the provision of online learning to be researched by the Town Clerk with costs for a future meeting. There are a few alterations needed to the policy and the importance of evaluating and recording	

	training was discussed. It was RESOLVED that comments and thoughts be sent to the Chair of the HR Committee who will work with the Town Clerk and the policy to be returned for debate at a future meeting.	
17 2 0	Committee Members were 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 were excluded from the meeting during consideration of the next items in respect of matters relating to the employment of staff. It was RESOLVED that the public were asked to leave the meeting during consideration of the following items.	
17 2 1	Clerk's Report The Town Clerk reported on issues affecting staff including discipline procedure, Town Clerk and Councillor roles, administrator role and recruitment.	
17 2 2	Next meeting: TBC	
17 2 3	Meeting closed at 8.35pm	

Signed.....

Date.....15-05-19.....