




**Minutes of the Meeting of the
Human Resources Committee of Westgate-On Sea
Town Council on 28th January 2020 at 6.30pm
Held at 78 St Mildreds Road, Westgate-On-Sea, Kent
CT8 8RF**

Present	Cllr Cornford (Chairperson); Cllr Donaldson; Cllr O'Connor	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2113	To receive apologies for absence Cllr Pennington sent his apologies.	
2114	Declarations of Interest There were none	
2115	Minutes It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED that the minutes of the meeting held on 16 th December 2019 were agreed as a true and accurate record.	
2116	Update on Training for Members and Town Clerk Cllr Cornford shared information with Members on the ACAS online training available via webinars for officers. It was agreed that the Dynamic Councillor course is vital for all Members and in particular new Town Councillors.	
2117	Policy Review Town Clerk shared a draft Recruitment Policy for debate. It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the Recruitment Policy be recommended to Council for adoption.	
2118	Ground Rules for Meetings Town Clerk shared the draft list of Ground Rules for Meetings for debate, after a couple of amendments agreed. It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the Ground Rules for Meetings be recommended to Council for adoption.	
2119	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.	
2120	LGPS Update Members received the report from KCC for the valuation	

	employer results schedule.	
2 121	Staffing Matters The Town Clerk reported on issues affecting staff including development progress and performance.	
2 122	Next meeting: 24 th March 2020	
2 123	Meeting closed at 7.28pm	

Signed.....

Date.....*05-05-2020*.....