



**Minutes of the Virtual Meeting of the
Human Resources Committee of Westgate-On Sea
Town Council**

Held on 26th January 2021 at 6.30pm

Present	Cllr Cornford (Chairperson); Cllr O'Connor (Vice-chairperson); Cllr Donaldson; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2539	To receive apologies for absence None	
2540	Declarations of Interest There were none	
2541	Minutes It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the minutes of the meeting held on 24th November 2020 were approved as true and accurate record.	
2542	Policy Review Town Clerk shared a draft of the following policies for debate. a) Safeguarding Policy b) Training and Development Policy It was proposed by Cllr Pennington and seconded by Cllr O'Connor and RESOLVED: that the Safeguarding Policy be recommended to Council for adoption. It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the Training and Development Policy be recommended to Council for adoption.	
2543	Training Updates and Training Requests for next Financial Year Town Clerk shared a training proposal report and update with Members for recommendations for the financial year 01.04.2021 onwards for officers and Members. Town Clerk requested attending the Practitioners Conference that is being hosted by SLCC. It was proposed by Cllr Pennington and seconded by Cllr Donaldson and RESOLVED: that the Town Clerk attend the SLCC Practitioners Conference and the proposed training schedule for 2021/22 be adopted and budget for the training funded from the £2,600.00 agreed Training Budget for the 2021/22 period.	
2544	Proposed Increase in Finance Assistant Hours of Work Town Clerk shared a report with a proposal for an increase	

	<p>in working hours for the Finance Assistant by up to 10 hours a week initially. The report included an additional day from September 2021 resulting in working Monday to Friday for 25 hours a week.</p> <p>It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the working hours for the Finance Assistant were to be increased from 01.02.21 and result in 22 hours working week; this would increase to 25 hours per week from September 2021.</p>	
2545	<p>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.</p> <p>It was RESOLVED that the public were asked to leave the meeting during consideration of the following items.</p>	
2546	<p>Staffing Matters</p> <p>The Town Clerk reported on issues affecting staff including Town Clerk appraisal outcomes and Councillor behaviour.</p>	
2547	Next meeting: 23rd March 2021 6.30pm	
2548	Meeting closed at 7.50pm	

Signed 

Date 24th March 2021