



**To all Members of the Human Resources Committee
of Westgate-on-Sea Town Council**

**You are hereby summoned to attend a meeting of the
Human Resources Committee**

**on Tuesday 25th January 2022 at 6.30pm at the Town Council Office, 78 St Mildreds
Road, Westgate on Sea CT8 8RF**

Members of the public are welcome.

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr J Cornford (Chairperson); Cllr D Donaldson (Vice-chair); Cllr P O'Connor

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 26.10.2021 (**Copy Appendix A**)

4. TRAINING

Town Clerk to share proposed training requests for officers; an update on the budget position for this year for training will be shared with Members: **Decision required**

5. POLICY REVIEW

Town Clerk to provide draft policies for debate:

- a) Equality and Diversity Policy
- b) Press and Media Policy
- c) Cyber Policy
- d) Request for Information Policy
- e) Vexatious Policy
- f) Recruitment Policy
- g) Expenses and Allowances Policy

Members invited to provide recommendation to Full Council for adoption of policies: **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:

6. STAFFING MATTERS

To receive a report from the Town Clerk on staffing matters including:-

- Front office arrangements for officer safety
- Recording of hours for all staff
- Probation for Office Administrator
- Appraisal arrangements for Town Clerk/RFO

Next Meeting 22nd March 2022