



**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 21st March 2023 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 Donaldson (Chair); Cllr Cornford (Vice-chair); Cllr Calcutt; Cllr 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 Extraordinary meeting held on 6th February 2023 (Copy Attached)

4. PUBLIC PARTICIPATION SESSION

The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(h) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.

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:

5. STAFFING MATTERS

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

- Administrator role update
- Staff performance
- Role of Deputy Town Clerk update
- Pension contributions

Next Meeting TBC