



**Minutes of the Meeting of the
Human Resources Committee of
Westgate-On Sea Town Council
on 26th September 2018 at 6.30pm**

Held at

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

Present	Cllr Cornford (Chairman); Cllr O'Connor; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
1 4 3 1	To receive apologies for absence Cllr Page	
1 4 3 2	Declarations of Interest There were none	
1 4 3 3	Minutes It was RESOLVED that the minutes of the meeting of 10 th July 2018 be signed and approved as a true record of the meeting.	
1 4 3 4	Health and Safety Policy It was RESOLVED that the first draft Health and Safety Policy needed alterations and that the Town Clerk and Cllr Page would review this policy at the same time as the Volunteer Policy and Staff Handbook; ensuring that all current Policies were not duplicated in multiple documentation. This policy should be reviewed at least annually as a minimum requirement.	
1 4 3 5	Councillors Report and Communication It was RESOLVED that Items 5 and 6 would be moved and discussed after Item 7.	
1 4 3 6	Members Training Members discussed the training recommendations for new Councillors and it was agreed that the Dynamic Councillor course provided by KALC is an essential building block for new Councillors and a good refresher for other Councillors and it is expected as part of the induction process. It was suggested that a framework for evaluation could be implemented and the Town Clerk would seek advice from KALC on this and a proposed training schedule. It was RESOLVED that the Dynamic Councillor course be recommended to any new Councillor and that the	

	Council should evaluate any training undertaken by employees and Councillors to ensure suitable and sufficient.	
1 437	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.	
1 438	Councillors Report a. It was RESOLVED that following the attendance to the Emergency Resilience meeting by the Chairman a list of contacts would be prepared, and protocols proposed to assist vulnerable residents in an emergency working in collaboration with the Town Clerk .	
1 439	Communication It was RESOLVED that the communication methods currently utilised such as the Newsletter, website, flyers, social media, online recordings of the meetings and public meetings should continue. That a review of communication methods should be incorporated with the Website review undertaken by the Town Clerk and Cllr M Scott.	
1 440	Clerk's Report It was RESOLVED that the extension of the two temporary cleansing operative's contracts to 31 st March 2019 be recommended to F & GP Committee.	
1 441	Draft Strategic Plan It was RESOLVED that a draft strategy document be prepared and submitted to F & GP Committee for debate and consideration.	
1 442	Next meeting: 13 th November 2018	
1 443	Meeting closed at 8.30pm	

Signed.....

Date. 13 - Nov - 2018

372