



**Minutes of the Meeting of the
Human Resources Committee of
Westgate-On Sea Town Council
on 13th March 2018 at 6.30pm**

Held at

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

Present	Cllr Cornford (Chairman); Cllr Page; Cllr Pennington	
Also in attendance	Mrs Gill Gray (Town Clerk), 1 member of the public, Cllr King	
	To receive apologies for absence There were none	
	Declarations of Interest There were none	
	Minutes It was RESOLVED that the minutes of the meeting of 17 th February 2017 be signed and approved as a true record of the meeting. It was asked that minute number 563 be amended to "AGREED by two Members".	
	Council was 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. Members agreed. Councillor King remained.	
	Appraisals The Appraisals undertaken by the Town Clerk for two members of staff were discussed: - It was RESOLVED to accept the recommendations of the Town Clerk in relation to the salary increase for the Office Administrator in line with her Contract of Employment and incremental scale from 1 April 2018. It was RESOLVED to accept the recommendations of the Town Clerk in relation to the salary increase for one of the Cleansing Operatives in line with his Contract of Employment and incremental scale from 1 April 2018.	
	Personnel Matters	

	The report from the Town Clerk was received on two staff members by Members in relation to personnel matters and processes adopted as a result.	
	<p>Study Requirements for CILCA Qualification</p> <p>The Town Clerk proposed to request that one afternoon per week from week commencing 16th April should be used for study time to progress with the CILCA qualification</p> <p>It was RESOLVED to accept this suggestion and that this was sensible in light of the number of hours required to gain the qualification</p>	
	<p>Consider Terms of Reference for HR Committee</p> <p>It was RESOLVED that this item is deferred to the next HR Committee meeting.</p>	
	<p>Induction Process for Councillors and Employees</p> <p>The introduction of an induction process was discussed and it was felt that this would be beneficial for the future for Councillors and employees alike. Some of the benefits identified were providing a structure, background knowledge, a formal induction programme so that all necessary contacts were arranged and it felt more welcoming. It was agreed that the Town Clerk should undertaken research with KALC and draft an induction process for the next HR Committee meeting.</p>	
	Meeting closed at 7.15pm	

Signed.....

Date.....08-05-18.....