



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

Held on 27th May 2020 at 5pm

Present	Cllr Cornford (Chairperson); Cllr Donaldson; Cllr O'Connor; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2225	To receive apologies for absence There were none	
2226	Declarations of Interest There were none	
2227	Policy Review Town Clerk shared a draft of the following policies for debate. <ul style="list-style-type: none"> a) Lone Working Policy b) Data Protection Policy c) Request for Information Policy d) Staff Email and Communication Policy e) Smoking Policy It was RESOLVED: that the Lone Working, Data Protection, Request for Information, Staff Email and Communication and Smoking Policies be recommended to Council for adoption.	
2228	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.	
2229	Appraisals for Town Council Staff Town Clerk shared the appraisal reports for the five members of staff that are managed by the Town Clerk, following discussion in relation to the objectives:- It was RESOLVED: that the Appraisal Reports were received and that the probation period for three members of staff were completed.	
2230	Staffing Matters The Town Clerk reported on issues affecting staff including Councillor behaviour and recent challenges arising from the Covid-19 situation.	

555

2231	Next meeting: 28 th July 2020 6.30pm	
2232	Meeting closed at 5.51pm	

Signed 

Date 28-Jul-2020 .