



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

Held on 24th March 2021 at 6.30pm

Present	Cllr Cornford (Chairperson); Cllr O'Connor (Vice-chairperson); Cllr Donaldson; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2617	To receive apologies for absence None	
2618	Declarations of Interest There were none	
2619	Minutes It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the minutes of the meeting held on 26th January 2021 were approved as true and accurate record.	
2620	Staff Handbook a) Town Clerk shared the draft staff handbook with Members for debate. It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the Staff Handbook was adopted for the Town Council. b) Town Clerk shared the draft Code of Conduct for Employees with Members for debate. It was proposed by Cllr Pennington and seconded by Cllr Donaldson and RESOLVED: that the Code of Conduct for Employees was adopted for the Town Council.	
2621	Training Request Town Clerk shared details for the SLCC Virtual Leadership in Action conference on 9 th and 10 th June 2021. It was proposed by Cllr Donaldson and seconded by Cllr Pennington and RESOLVED: that there are two places booked for the Town Clerk and Cllr Donaldson to attend the virtual SLCC Conference Leadership in Action on 9th and 10th June 2021.	
2622	Policy Review Town Clerk shared a draft of the following policies for debate. a) Retention and Record Management Policy b) Procurement Policy c) Disciplinary Policy d) Grievance Policy	

	<p>It was proposed by Cllr Pennington and seconded by Cllr O'Connor and RESOLVED: that the Retention and Record Management Policy be recommended to Council for adoption.</p> <p>It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the Procurement Policy be recommended to Council for adoption.</p> <p>It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the Disciplinary & Grievance Policies be recommended to Council for adoption.</p>	
2623	<p>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.</p> <p>It was RESOLVED that the public were asked to leave the meeting during consideration of the following items.</p>	
2624	<p>Staffing Matters</p> <p>The Town Clerk reported on staff matters and a protocol.</p>	
2625	Next meeting: TBC	
2626	Meeting closed at 7.13pm	

Signed.....

Date.....25:05:21.....