



**Minutes of the Meeting of the
Human Resources Committee of Westgate-On Sea
Town Council on 28th May 2019 at 6.30pm
Held at 11A Ethelbert Square, Westgate-On-Sea, Kent
CT8 8SR**

Present	Cllr Cornford (Chairperson); Cllr Donaldson Cllr O'Connor; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk), 1 member of the public Cllr Cornford welcomed Cllr Donaldson as a new Member on the HR Committee	
1 779	Elect Chairperson It was proposed by Cllr O'Connor and seconded by Cllr Pennington and RESOLVED: that Cllr Cornford was elected as Chairperson for the HR Committee.	
1 780	To receive apologies for absence Cllr Hurst (KCC), Cllr Braidwood (TDC) and Cllr M Scott (TDC)	
1 781	Declarations of Interest There were none	
1 782	Religious Observance before a Meeting Following debate on the proposal that religious observance takes place at the commencement of all meetings it was RESOLVED: to recommend to Council that this was not practical or appropriate for the Town Council to undertake and still fulfil the Equality and Diversity Policy that the Town Council has already adopted.	
1 783	Communication Members debated the forms of communication that the Town Council currently uses to share information with each other. The Town Clerk agreed that some emails should have "flags" to indicate their importance and this is something that can be implemented for Members to ensure that a response is received for the most important ones. Cllr Donaldson suggested that more informal discussions could take place where Members could interact in a less formal setting. It was discussed that there could be a social engagement opportunity offered every few months to encourage team building and networking for Members.	
1 784	Code of Practice The Town Clerk provided a draft Code of Practice for Members and invited recommendations to Council; it was RESOLVED: that the Code of Practice be recommended to Council for adoption as this clearly defines the roles and provides full explanations for each position within	

	the structure of the Town Council in relation to governance.	
1 785	Code of Conduct and Social Media Policy The Town Clerk provided copies of the Code of Conduct and Social Media Policy for debate and review by Members; feedback was invited before the draft revised documents are shared with Council in July for adoption. Cllr Cornford provided some comments for the Code of Conduct and Social Media Policy for consideration.	
1 786	Training Budget and proposal for KALC Planning Course The Town Clerk provided a copy of the training budget for 2019/20 for the Town Council and a proposed training workshop for Planning for Members and officers. The importance of the Dynamic Councillor course was discussed for any new Town Councillor and Cllr Donaldson agreed that he and Cllr Wallin should attend one of the sessions that KALC provide later in the year. Following debate it was RESOLVED: that the Town Clerk should make the necessary arrangements with KALC to facilitate the Planning training for Members who sit on the new Planning Committee at the Town Council; it was noted that officers can attend the training free of charge.	
1 787	Work Experience Placements at the Town Council Following debate it was RESOLVED: that the Work Experience Placement proposed be recommended to Council for adoption as a new initiative.	
1 788	Statement of Particulars for two Part-time Office Roles The statement of particulars for the role of Finance Assistant and Project Assistant which are both part-time positions were provided by the Town Clerk and were received by Members.	
1 789	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.	
1 790	Appraisal Recommendations for one Employee It was RESOLVED: that the Appraisal for one Town Council employee was received.	
1 791	Clerk's Report The Town Clerk reported on issues affecting staff including training proposals and performance.	

	Next meeting: 23 rd July 2019	
	Meeting closed at 7.19pm	

Signed.....

Date.....30-7-19.....

