



**Sir/Madam to all members of the Human Resources Committee  
of Westgate-on-Sea Town Council**

**You are hereby summoned to attend a meeting of the  
Human Resources Committee  
on Tuesday 26<sup>th</sup> March 2019 at 7.15pm  
at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR  
Residents are cordially invited to attend the meeting.**

Signed: 

Town Clerk & RFO

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Committee Members: Cllr J Cornford; Cllr P O'Connor; Cllr H Page; Cllr M Pennington

**1. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence and substitutes

**2. MEMBERS' INTERESTS**

To receive declarations of pecuniary and non-pecuniary interests

**3. MINUTES**

To receive and approve the minutes of the meeting held on 12<sup>th</sup> February 2019  
(Copy attached – Appendix A)

**4. POLICIES**

- a) **Health and Safety Policy** – to debate and provide recommendations for adoption by Council – **Decision required.** (Copy attached – Appendix B)
- b) **Recruitment Policy** – to debate and review for adoption by Council (Copy attached – Appendix C)
- c) **Data Protection Policy** – to debate and review for adoption by Council (Copy attached – Appendix D)
- d) **Training and Development Policy** – to debate and provide recommendations for adoption by Council– **Decision required** (Copy attached – Appendix E)

**EXCLUSION OF PRESS AND PUBLIC**

Council is 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 will be asked to leave the meeting during

consideration of the following items in respect of matters relating to the employment of staff:

**5. CLERKS REPORT**

Town Clerk to provide an update to the Committee on the

- Staff and discipline procedure
- Town Clerk and Councillor roles
- Administrator role update
- Staffing recruitment at the Council.

**6. Next Meeting – TBC**