



To all members of the Human Resources Committee

You are summoned to attend a meeting of the Human Resources Committee

at 7pm on Wednesday 28th January 2026 at the

Town Council Office, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF

Members of the public are welcome.

If you are unable to attend this meeting, please advise the Town Clerk's office in advance by email so that your apologies may be recorded at the meeting.

Signed: *Nabila Yakub* Town Clerk

Committee Members:

Cllr Donaldson (Chair); Cllr Wallin (Vice-Chair); Cllr Fenning; Cllr King; Cllr Veck.

1. Welcome from the Chair

2. Apologies for Absence

To receive and accept apologies for absence.

3. Members' Interests

To receive declarations of pecuniary and non-pecuniary interests.

4. Public Participation Session

The meeting will adjourn to allow a maximum of 15 minutes for the purpose of public participation.

5. Minutes

To receive and approve the minutes of the:

- HR Committee Meeting held on 22nd October 2025.

6. To review and adopt the following policies:

- Smoking Policy;
- Recruitment Policy;
- Equality and Diversity Policy.

7. Exclusion of the Public and Press

The 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 Meeting Act) 1960. Because of the confidential nature of the business to be transacted, the public and the press may be asked to leave the meeting during consideration of the following items:

- (a) To consider confidential staffing matters.

8. Date of Next Meeting

25th March 2026.

Date of Issue: 23.01.2026