



**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 10th July 2018 at 7.30pm

at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR

Residents are cordially invited to attend the meeting.

Signed: 

Town Clerk & RFO

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 8th May 2018 (Copy attached – Appendix A)

4. INDUCTION PROCESS FOR WOSTC

To debate the templates for an induction process for Councillors and employees of the Town Council – (draft templates attached Appendix B)

5. VOLUNTEER POLICY

Clerk to provide draft Volunteer policy for debate pros and cons of incorporating wording into existing Council policies; recommendations to Council (Copy attached – Appendix C)

6. SMOKING POLICY

To debate the draft Smoking policy for the Council; recommendations to Council (Copy attached Appendix D)

7. LONE WORKING POLICY

To debate the Lone Working Policy to ensure that it is robust and relevant for the Town Council; recommendations to Council (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:

8. TOWN CLERK

- a. To discuss the process for completion of the probation period for the Town Clerk.**
- b. To debate the formalising of the Committee's responsibility to ensure health and wellbeing of Town Clerk**

9. STAFF HANDBOOK

To debate the current Staff Handbook and recommend alterations where required. (Copy attached – Appendix F)

10. CLERKS REPORT

Town Clerk to provide an update to the Committee on the staffing situation for the Town Council.

11. Next Meeting – 11th September 2018 7.30pm