



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

on 10th July 2018 at 7.30pm

Held at

11 Ethelbert Square, Westgate-On-Sea, Kent CT8 8SR

Present	Cllr Cornford (Chairman); Cllr O'Connor; Cllr Page; Cllr Pennington	
Also in attendance	Mrs Gill Gray (Town Clerk), 1 member of the public, Cllr M Scott	
1344	To receive apologies for absence There were none	
1345	Declarations of Interest There were none	
1346	Minutes It was RESOLVED that the minutes of the meeting of 8 th May 2018 be signed and approved as a true record of the meeting.	
1347	Induction Process for WOSTC It was RESOLVED that the template for Induction Procedure be recommended for adoption to Full Council once the organisation charts are agreed. It was RESOLVED that the organisations charts need additional comments and the Clerk should update these for the Members for the next HR Committee meeting.	
1348	Volunteer Policy Members were given a copy of another Volunteer Policy for comparison purposes and the draft proposed Town Council Volunteer Policy. It was RESOLVED that Cllr Page and the Clerk should work together to draft a proposed Volunteer Policy for the Council and submit a draft proposal at the next HR Committee meeting.	
1349	Smoking Policy Members discussed the draft policy and agreed that it contained a lot of important details in relation to the law and smoking. It was RESOLVED that the Smoking Policy be recommended for adoption to Full Council and that the Council should offer to support employees who sought to quit smoking in the form of contact with the relevant	

	services offered by the NHS.	
1350	<p>Lone Working Policy</p> <p>Members discussed the existing policy and agreed after review that it was robust and did not require any alterations. Members discussed the need for security at the Council offices and it was agreed that the Clerk should seek three quotations for a security system to include CCTV and a door entry system. It was RESOLVED that the Clerk should include the security of the office for debate on the next F & GP Committee agenda and report any quotations received for consideration by Members. It was RESOLVED that following the review the Lone Working Policy be recommended as received to the next Full Council meeting.</p>	
1351	<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>	
1352	<p>Town Clerk</p> <p>a. It was RESOLVED that following the probation period for the Clerk an interim appraisal should be carried out by two Members of the HR Committee by no later than August 2018.</p> <p>b. It was RESOLVED that discussions in relation to the health and wellbeing of the Clerk will form part of the formal appraisal process.</p>	
1353	<p>Staff Handbook</p> <p>It was RESOLVED that the Staff Handbook needs a review and that this is deferred to allow the Clerk to make comments on the current version to prepare a draft for Members for the next HR Committee meeting.</p>	
1354	<p>Clerk's Report</p> <p>It was RESOLVED that the Clerk should ensure that the Chairman of the HR Committee is consulted before any phased return to work is arranged for an employee.</p>	
1355	Next meeting: 11 th September 2018	
1356	Meeting closed at 8.45pm	

Signed.....

Date..26.09.18..

HR

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Initialed 