



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

Held on 28th July 2020 at 6.30pm

Present	Cllr Cornford (Chairperson); Cllr O'Connor (Vice-chairperson) Donaldson; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2 325	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	
2 326	Elect Vice-chairperson It was proposed by Cllr Cornford and seconded by Cllr Pennington and RESOLVED: that Cllr O'Connor was elected as Vice-chairperson for the HR Committee	
2 327	To receive apologies for absence There were none	
2 328	Declarations of Interest There were none	
2 329	Minutes It was proposed by Cllr O'Connor and seconded by Cllr Pennington and RESOLVED: that the minutes of the meeting held on 27th May 2020 were approved as true and accurate record.	
2 330	Policy Review Town Clerk shared a draft of the following policies for debate. a) Website Policy b) Health and Safety Policy c) Volunteer Policy d) Virtual Meeting Policy It was RESOLVED: that the Website, Health and Safety, Volunteer and Virtual Meeting Policies be recommended to Council for adoption.	
2 331	Procedures and Publication Scheme Review Town Clerk shared the draft Complaints Procedure and Publication Scheme with Members and invited comments. It was proposed by Cllr Pennington and seconded by Cllr O'Connor and RESOLVED: that the Complaints Procedure and Publication Scheme be recommended to Council for adoption.	
2 332	Training Budget Report and Training Requests Town Clerk shared a training budget report and update	

	<p>with Members with proposals for training for staff and Members in the next few months of this year.</p> <p>It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the following training will be funded from the Training Budget in the months of August and September –</p> <ul style="list-style-type: none"> • Introduction to Local Council Administration for the Finance Assistant • RBS Rialtas training for Councillor Auditor, Finance Assistant and Town Clerk/RFO • IOSH Managing Safely training for the Town Clerk • Mental Health First Aid training four staff and two Members 	
2 333	<p>Draft Role Description for Proposed Tree/Biodiversity Warden</p> <p>Town Clerk shared a draft volunteer role description that had been prepared with the Chair of P,H &E Committee for Members to debate.</p> <p>It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the draft role description for Tree/Biodiversity Warden be recommended to Council for adoption.</p>	
2 334	<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>	
2 335	<p>Staffing Matters</p> <p>The Town Clerk reported on issues affecting staff including staff performance.</p>	
2 336	Next meeting: 22 nd September 2020 6.30pm	
2 337	Meeting closed at 7.40pm	

Signed.....

Date.....24-11-2020.....