



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

**on 8<sup>th</sup> May 2018 at 6.30pm**

**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 King	
1223	<b>To Elect Chairman</b> It was <b>RESOLVED</b> that Cllr Cornford was elected as Chairman of the Human Resources Committee	
1224	<b>To receive apologies for absence</b> There were none	
1225	<b>Declarations of Interest</b> There were none	
1226	<b>Minutes</b> It was <b>RESOLVED</b> that the minutes of the meeting of 13 <sup>th</sup> March 2018 be signed and approved as a true record of the meeting.	
1227	<b>Induction Process for WOSTC</b> Members discussed the Induction Checklists that the Town Clerk had drafted; it was suggested that there should be an organisation chart for the Town Council available which outlined the framework including the Thanet District Council and Kent County Council Members as well for any new Councillors. It would be preferable to have a contact list with clarification of who to contact for both employees and new Councillors. It was agreed that any policies that were applicable for the Town Council should have a request for a signature from the person who had read them in future as this is good practice. The location of the Accident Book should also be included in the checklist for employees and this would be communicated by the Town Clerk. It was <b>RESOLVED</b> to adopt the checklists and that the Town Clerk should draft a policy and the relevant documentation to support them for a future meeting for discussion by the Committee before approval sought from the Council.	

1228	<p><b>Training</b></p> <p>The Town Clerk provided a quotation to provide training in the use of power tools for two employees of the Council; it was <b>RESOLVED</b> that the Town Clerk should investigate obtaining two other quotations for the training and clarify the intended use of the machinery by the employees from Members in future.</p>	
1229	<p><b>Equalities and Diversity Policy</b></p> <p>Members discussed the draft policy and agreed that it contained lots of information and the documentation behind it needed to be referred to carefully. It was important that all Members and employees were aware of the contents of the Policy; this could be addressed through the signing as read process which is recommended to Council. The review of policies was also important to ensure that they remain fresh and current. It was <b>RESOLVED</b> that the Equalities and Diversity Policy be recommended for adoption by the Council and that an annual review is undertaken by the HR Committee. It was further recommended that a process for signature by employees and Members should be introduced to confirm that the Policies introduced were read and understood.</p>	
1230	<p><b>KALC Employment Law Workshop</b></p> <p>It was <b>RESOLVED</b> that Cllr Cornford would request to attend the Employment Law Workshop and that the Town Clerk would facilitate the registration process with KALC. It was further discussed that Training should be an item on the Agenda for the next HR Committee meeting.</p>	
1231	<p><b>Phased Return to Work Procedure</b></p> <p>Members discussed the draft procedure which was provided by the Town Clerk and it was agreed that any phased return to work should involve the use of accrued holiday by any employee.</p> <p>It was <b>RESOLVED</b> that the Phased Return to Work Procedure was adopted and that it forms part of the welfare strategy for the Council.</p>	
1232	<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>	

	It was <b>RESOLVED</b> that the public were asked to leave the meeting during consideration of the following items. Councillor King remained.	
1233	<b>To receive and discuss Appraisal recommendations for one employee of the Council provided by the Town Clerk</b> This item was deferred as the Appraisal has been postponed due to personal circumstances for the employee.	
1234	<b>Report from the Town Clerk on two staff members in relation to personnel matters and discuss job specifications as a result, to include details of the new pay scales as advised by NALC</b> There were discussions between Members in relation to job specifications and the process for interviews in relation to the Temporary Part Time Office Administrator role whilst a member of staff is on maternity leave.	
1235	Meeting closed at 7.05pm	

Signed.....

Date.....12-07-18

