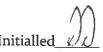




## Human Resources Committee of Westgate-On Sea Town Council

## Held on 24th March 2022 at 6.3opm at 78 St Mildreds Road, Westgate on Sea CT8 8RF

Present	Cllr Cornford (Chairperson); Cllr Donaldson (Vice-	
	chairperson); Cllr O'Connor	
Also, in	Mrs Gill Gray (Town Clerk)	
attendance		
3129	To receive apologies for absence	
e det. e	None	
3130	Declarations of Interest	
	There were none	
3131	Minutes	
, ,,,	It was proposed by Cllr Donaldson and seconded by	
	Cllr O'Connor and RESOLVED: that the minutes of the	
	meeting held on 25th January 2022 were approved as	
	true and accurate record.	
3132	Training	
1 3 2	Town Clerk shared proposed training requests from officers	
	with the HR Committee; an update on the budget position	
	for this year was included for Members. Cllr Donaldson	
	requested to attend a SEK Grant Funding course on	
	29.04.2022.	
	It was proposed by Cllr O'Connor and seconded by Cllr	
	Cornford and RESOLVED: that the Office	
	Administrator will undertake ILCA and there will be	
	health and safety training for the new Cleansing	
	Operative in April; Cllr Donaldson will attend the SEK	
	Grant Funding Applications course on 29.04.22 at a cost	
	of £65.00.	
3133	Policy Review	
	Town Clerk provided draft policies for Members to debate	
	and invited recommendation to Full Council for adoption.	
	Town Clerk shared the following policies:-	
	Data Protection Policy	
	Lone Working Policy	
	Health and Safety Policy	
	Councillors Email Policy	
	Website Policy	
	Training & Development Policy	
	It was proposed by Cllr O'Connor and seconded by Cllr	
	Donaldson and RESOLVED: that the following policies	
	Donatason and Resolves, that the following policies	



	are recommended by the HR Committee for adoption	
	by Council:-	
	Data Protection Policy	- 1
	Lone Working Policy	
	Health & Safety Policy	
	Councillors Email Policy	
	Website Policy	
	Training & Development Policy	
3134	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.  It was RESOLVED that the public were asked to leave the meeting during consideration of the following items.	
3135	Staffing Matters The Town Clerk reported on staff matters including the arrangements for Cleansing Ops team for the summer months and appraisal arrangements for all staff managed by the Town Clerk. There will be a process introduced to streamline enquiries to the Town Council office from Members; a public feedback form which can be used to report concerns/issues from residents. Individuals in the community can continue to report to the officers direct.	
3136	Next meeting: TBC	
3137	Meeting closed at 7.10pm	

Signed Smil Vanilly Date 24/5/2022