



Minutes of the Meeting of the

Human Resources Committee of Westgate-On Sea Town Council

Held on 24th March 2022 at 6.30pm at 78 St Mildreds
Road, Westgate on Sea CT8 8RF

Present	Cllr Cornford (Chairperson); Cllr Donaldson (Vice-chairperson); Cllr O'Connor	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
3129	To receive apologies for absence 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 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:- <ul style="list-style-type: none">• 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	

	<p>are recommended by the HR Committee for adoption by Council:-</p> <ul style="list-style-type: none"> • Data Protection Policy • Lone Working Policy • Health & Safety Policy • Councillors Email Policy • Website Policy • Training & Development Policy 	
3134	<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>	
3135	<p>Staffing Matters</p> <p>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.</p>	
3136	Next meeting: TBC	
3137	Meeting closed at 7.10pm	

Signed David Donnell

Date 24/5/2022