



**Sir/Madam to all members of the Human Resources Committee
of Westgate-on-Sea Town Council**

**You are hereby summoned to attend a meeting of the
Human Resources Committee
on Tuesday 8th May 2018 at 6pm
at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR
Residents are cordially invited to attend the meeting.**

Signed: 

Town Clerk & RFO

Committee Members: Cllr J Cornford; Cllr P O'Connor; Cllr H Page; Cllr M Pennington

1. ELECT CHAIRMAN

2. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence and substitutes

3. MEMBERS' INTERESTS

To receive declarations of pecuniary and non-pecuniary interests

4. MINUTES

To receive and approve the minutes of the meeting held on 13th March 2018
(Copy attached – Appendix A)

5. INDUCTION PROCESS FOR WOSTC

To debate an induction process for Councillors and employees of the
Town Council – draft induction checklists.

6. TRAINING

Clerk to provide quotation for power tools training for the Cleansing
Operatives.

7. EQUALITIES AND DIVERSITY POLICY

Clerk to provide draft Equalities and Diversity policy for debate and
recommendations by Members.

8. KALC EMPLOYMENT LAW WORKSHOP

Clerk to provide details of Employment Law Workshop being facilitated
by KALC on 6th June 2018.

9. PHASED RETURN TO WORK PROCEDURE

Clerk to provide a draft Phased Return to Work Procedure for the Town Council for debate and recommendations by Members.

EXCLUSION OF PRESS AND PUBLIC

Council is 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 will be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

- 10. To receive and discuss Appraisal recommendations for one employee of the Council provided by the Town Clerk.**

- 11. To receive a 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 advised by NALC.**

12. Next Meeting – 10th July 2018 6.30pm