



**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 Thursday 24th March 2022 at 6.30pm at the Town Council Office, 78 St Mildreds
Road, Westgate on Sea CT8 8RF**

Members of the public are welcome.

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr J Cornford (Chairperson); Cllr D Donaldson (Vice-chair); Cllr P O'Connor

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence and substitutes

2. MEMBERS' INTERESTS

To receive declarations of pecuniary and non-pecuniary interests

3. MINUTES

To receive and approve the minutes of the meeting held on 25.01.2022 (**Copy Attached**)

4. TRAINING

Town Clerk to share proposed training requests for officers; an update on the budget position for the year for training will be shared with Members: **Decision required**

5. POLICY REVIEW

Town Clerk to provide draft policies for debate:

- a) Data Protection Policy
- b) Lone Working Policy
- c) Health and Safety Policy
- d) Councillors Email Policy
- e) Website Policy
- f) Training & Development Policy

Members invited to provide recommendation to Full Council for adoption of policies: **Decision required**

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:

6. STAFFING MATTERS

To receive a report from the Town Clerk on staffing matters including:-

- Arrangements for Cleansing Ops team for the summer months
- Appraisal arrangements for all staff managed by the Town Clerk.

Next Meeting TBC