



**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 24th May 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

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Committee Members: Cllr Calcutt; Cllr Cornford; Cllr Donaldson; Cllr O'Connor

**1. ELECT CHAIR**

**2. ELECT VICE-CHAIR**

**3. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence and substitutes

**4. MEMBERS' INTERESTS**

To receive declarations of pecuniary and non-pecuniary interests

**5. MINUTES**

To receive and approve the minutes of the meeting held on 24.03.2022 (**Copy Attached**)

**6. TRAINING**

Town Clerk to share proposed training requests for officers and Members: **Decision required**

**7. POLICY REVIEW**

Town Clerk to provide draft policies for debate:

- a) Privacy Policy
- b) Staff Email and Communication Policy
- c) Safeguarding Policy
- d) Procurement 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:

## **8. STAFFING MATTERS**

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

- Councillor behaviour in relation to officers
- Appraisal arrangements for all staff managed by the Town Clerk.

To receive a report on Town Clerk appraisal outcomes.

**Next Meeting 26<sup>th</sup> July 2022**