



**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 12th February 2019 at 6.30pm
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. 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 13th November 2018
(Copy attached – Appendix A)

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:

4. CLERKS REPORT

Town Clerk to provide an update to the Committee on the

- Staffing issues at the Council.
- Training
- Storage area and security
- Office space and conditions review
- Pay scales from 01/04/2019
- Pension arrangements

5. **POLICIES**

a) **Health and Safety Policy** – to debate and provide recommendations for draft policy.

b) **Volunteer Policy** – to debate and provide recommendations to the Finance and General Purposes Committee – **Decision required**

6. **HOLIDAY COVER ARRANGEMENTS**

Members to discuss and recommend future arrangements for holiday cover for the Town Clerk and approach discrepancies .

7. **Next Meeting – 12th March 2019 7.15pm**