

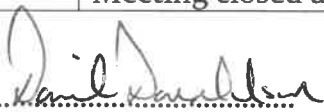


**Minutes of the Meeting of the
Human Resources Committee of Westgate-On Sea
Town Council**

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

| | | |
|---------------------|---|--|
| Present | Cllr Donaldson (Chairman); Cllr Cornford (Vice-chair); Cllr Calcutt | |
| Also, in attendance | Mrs Gill Gray (Town Clerk) | |
| 3225 | Elect Chair It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that Cllr Donaldson be elected as Chairman of the Human Resources Committee | |
| 3226 | Elect Vice-Chair It was moved by Cllr Donaldson and seconded by Cllr Cornford and RESOLVED: that Cllr Cornford be elected as Vice-Chair of the Human Resources Committee | |
| 3227 | To receive apologies for absence Cllr O'Connor | |
| 3228 | Declarations of Interest There were none | |
| 3229 | Minutes It was proposed by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the minutes of the meeting held on 24th March 2022 were approved as true and accurate record. | |
| 3230 | Training Town Clerk shared proposed training requests from officers and Members with the HR Committee. Cllr Parry requested to attend two NALC training opportunities taking place online in June and July. Town Clerk and Cllr Donaldson requested to attend the Management in Action Conference provided by SLCC. Cllr Cornford requested to attend the KALC Chairmanship Conference. It was proposed by Cllr Calcutt and seconded by Cllr Cornford and RESOLVED: that the Cllr Donaldson and Town Clerk will attend the SLCC Management in Action Conference on 09.06.22 at a cost of £60.00 each. Cllr Parry will attend Giving Local Councils More of a Say on Housing and How to Review Neighbourhood Planning Policies at a cost of £43.09 per event. Cllr Cornford will attend the Chairmanship Conference facilitated by KALC at a cost of £50.00. | |
| 3231 | Policy Review | |

| | | |
|------|---|--|
| | <p>Town Clerk provided draft policies for Members to debate and invited recommendation to Full Council for adoption. Town Clerk shared the following policies:-</p> <ul style="list-style-type: none"> • Privacy Policy • Staff Email and Communication Policy • Safeguarding Policy • Procurement Policy <p>It was proposed by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the following policies are recommended by the HR Committee for adoption by Council:-</p> <ul style="list-style-type: none"> • Privacy Policy • Staff Email and Communication Policy • Safeguarding Policy • Procurement Policy | |
| 3232 | <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> | |
| 3233 | <p>Staffing Matters</p> <p>The Town Clerk reported on staffing matters including Councillor behaviour in relation to officers and the confirmed appraisal arrangements for all staff managed by the Town Clerk. Cllr Cornford provided a report on the Town Clerk appraisal outcomes to Members.</p> | |
| 3234 | Next meeting: 26 th July 2022 | |
| 3235 | Meeting closed at 7.30pm | |

Signed.. 

Date.. 24/7/2022.

815