



**To all Members of the Human Resources Committee  
of Westgate-on-Sea Town Council**

**You are hereby summonsed to attend a VIRTUAL meeting of the  
Human Resources Committee  
on Tuesday 28th July at 6.30pm**

**Residents please email the Town Clerk to request the link to attend the  
meeting.**

Signed: *Gill Gray*

Town Clerk & RFO

---

Committee Members: Cllr J Cornford; Cllr D Donaldson; Cllr P O'Connor; Cllr M Pennington

**1. ELECT CHAIRPERSON**

**2. ELECT VICE-CHAIRPERSON**

**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. POLICY REVIEW**

Town Clerk to provide draft policies for debate;

- a) Website Policy
- b) Health and Safety Policy
- c) Volunteer Policy
- d) Virtual Meeting Policy

to recommend to Council for adoption: **Decision required**

**6. PROCEDURES AND PUBLICATION SCHEME REVIEW**

Town Clerk to share the Complaints Procedure and Publication Scheme for review by Members; to recommend to Council for adoption: **Decision required**

**7. TRAINING BUDGET REPORT AND TRAINING REQUESTS**

Town Clerk to provide a training budget report and update to Members; recommendations and report from the Town Clerk on training proposed for staff and Members in the next few months: **Decision required**

**8. DRAFT ROLE DESCRIPTION FOR PROPOSED TREE/BIODIVERSITY WARDEN**

Town Clerk to share a draft role description that has been prepared with the Chair of P, H & E Committee for Members to debate and recommend to Council for adoption: **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:

**9. STAFFING MATTERS**

To receive a report from the Town Clerk on staffing matters, including staff performance.

**Next Meeting 22<sup>nd</sup> September 2020 – 6.30pm**