



**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 28<sup>th</sup> May 2019 at 6.30pm  
at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR  
Residents are cordially invited to attend the meeting.**

Signed: *G. Gray*

Town Clerk & RFO

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

**1. ELECT CHAIRPERSON**

**2. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence and substitutes

**3. MEMBERS' INTERESTS**

To receive declarations of pecuniary and non-pecuniary interests

**4. RELIGIOUS OBSERVANCE BEFORE A MEETING**

To debate a proposal that religious observance takes place at the commencement of all meetings; recommendations to Council.

**5. COMMUNICATION**

To debate the mediums utilised to communicate within the Town Council and how to improve the two-way process; recommendations to Council.

**6. CODE OF PRACTICE**

Clerk to provide draft Code of Practice for debate and recommendations by Members to Council.

**7. CODE OF CONDUCT AND SOCIAL MEDIA POLICY**

Clerk to provide copies of Code of Conduct and Social Media Policy for debate and review by Members; recommendations to Council.

**8. TRAINING BUDGET AND PROPOSAL FOR KALC PLANNING COURSE**

Clerk to provide copy of the training budget for the Town Council and details of a KALC outline for a proposed training workshop for Planning for Members and Officers: **Decision required**

**9. WORK EXPERIENCE PLACEMENTS AT THE TOWN COUNCIL**

Clerk to provide details of a proposal for work experience placements at the Town Council: **Decision required**

**10. STATEMENT OF PARTICULARS FOR TWO PART-TIME OFFICE ROLES**

Clerk to provide copies of the statement of particulars for the role of Finance Assistant and Project Assistant which are part-time positions currently advertised by the Town Council; to be received.

**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:

- 11. To receive and discuss Appraisal recommendations for one employee of the Council provided by the Town Clerk.**
- 12. To receive a report from the Town Clerk on staffing matters, including training proposals and performance.**
  
- 13. Next Meeting 23 July 2019 – 6.30pm**