



**Sir/Madam to all Members of the Human Resources Committee
of Westgate-on-Sea Town Council**

**You are hereby summonsed to attend a meeting of the
Human Resources Committee
on Tuesday 28th January at 6.30pm
at 78 St Mildreds Road, Westgate-on-Sea, Kent CT8 8RF
Residents are cordially invited 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. 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 16th December 2019
(Copy Appendix A)

4. UPDATE ON TRAINING FOR MEMBERS AND TOWN CLERK

To discuss training requirements for the coming year and ideas of how this can
be achieved cost effectively.

5. POLICY REVIEW

Town Clerk to provide a draft Recruitment Policy for debate; to recommend to
Council for adoption: **Decision required**

6. GROUND RULES FOR MEETINGS

To debate a draft list of ground rules for meetings at the Town Council; to
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:

7. LGPS UPDATE

Town Clerk to share the report from KCC for the valuation employer results schedule; to be received.

8. STAFFING MATTERS

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

Next Meeting 24th March 2020 – 6.30pm