



**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 26th July 2022 at 6.30pm at the Town Council Office, 78 St Mildreds Road,
Westgate on Sea CT8 8RF**

Members of the public are welcome.

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr Donaldson (Chair); Cllr Cornford (Vice-chair); Cllr Calcutt; Cllr O'Connor

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 24.05.2022 (**Copy Attached**)

4. PUBLIC PARTICIPATION SESSION

The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(h) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.

5. TRAINING

Town Clerk to share proposed training requests for officers and Members: **Decision required**

6. POLICY REVIEW

Town Clerk to provide draft policies for debate:

- a. Smoking Policy
- b. Volunteer Policy

Members invited to provide recommendation to Full Council for adoption of policies: **Decision required**

6. PROPOSED NEW POLICY

Town Clerk to share a draft new policy with Members for Community Engagement and Communication for debate. Members invited to provide feedback and recommendation to Full Council for adoption: **Decision required**

7. CIVILITY AND RESPECT PLEDGE - BULLYING AND HARASSMENT STATEMENT

Town Clerk to share details of the SLCC launched invitation for the Civility and Respect Pledge and the Bullying and Harassment Statement that local Councils are invited to adopt to demonstrate their zero-tolerance policy on bullying and harassment.

Members invited to provide recommendation to Full Council for adoption of pledge and statement: **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:

8. STAFFING MATTERS

To receive a report from the Town Clerk on staffing matters including:-

- Appraisals for all staff managed by the Town Clerk.
- Councillor behaviour
- Review of resources including staff for Town Council
- Flexible working

Members to receive a report on Town Clerk appraisal outcomes.

Next Meeting 27th September 2022