



Kimberley Town Council

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10th January 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Human Resources Committee** to be held on **Tuesday 17th January 2023** in the Committee Room, Parish Hall, Newdigate Street, Kimberley at **7.00pm**.

An agenda is set out below.

Yours faithfully

Town Clerk

AGENDA

- HR/23/83 **Apologies for Absence**
- HR/23/84 **Declarations of Interest**
Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.
- HR/23/85 **Minutes of HR**
The Minutes of HR Meeting 13th December 2022 attached.
- HR/23/86 **HR Terms of Reference**
Review attached Terms of Reference.
- HR/23/87 **Training Courses**
Proposal to attend one day Emergency First Aid course for Cllr T Rood, Cllr A Mason, Neil Coy and Julie Darbyshire.
- HR/23/88 **Town Clerk Job Description**
Attached for approval.

- HR/23/89 **Staff Contracts**
To review all staff contracts inline with NALC guidelines.
- HR/23/90 **Appraisals**
Appoint two Councillors to do the Town Clerk's appraisal. Town Clerk and Chair to carry out other staff appraisals.
- HR/23/91 **Chair and Vice Chair**
Review of Chair and Vice Chair positions.
- HR/23/92 **Dates of Next Meetings**
Full Council – Thursday 26th January 2023
Estates and Environment – Thursday 9th February 2023
Full Council Thursday 23rd February 2023
- HR/23/93 **Exclusion of Public and Press**
RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act (Staffing Issue).
- HR/23/94 **Handyman Pay Scale**
Proposal to add Council Handyman to NALC pay scale.