

Kimberley Town Council

Minutes of a meeting of the **Human Resources Committee** held on **Thursday 3rd November 2022**, in the Parish Hall starting at 7.00pm.

Present: Cllr S Boneham Cllr A Mason Cllr T Rood
Cllr E Tansley Cllr J Wickham - Chair
Council Officers: J Darbyshire - Acting Town Clerk
Members of the Public: None

HR/22/66 **Apologies for Absence**

No apologies received.

Absent, no apologies given, Cllr N Oakden and Cllr J Pearce.

HR/22/67 **Declarations of Interest**

None.

HR/22/68 **Standing Orders HR Section**

Awaiting update from Broxtowe Borough Council.

HR/22/69 **Training Courses**

The Clerk to look into booking training courses for the Handyman for First Aid, Working at Heights/using a Cherry Picker, use of Chemicals/COSHH, Legionnaires and Risk Assessment. Also First Aid for Cllr T Rood, Cllr A Mason and the Clerk.

HR/22/70 **Handyman Extra Hours (Lengthsman Scheme)**

No action to be taken at the present time.

HR/22/71 **Office Cover**

To propose to Full Council that where possible the Clerk and the RFO will cover each other in the office during annual leave. A minimum cover of 10.00am until 2.00pm Monday to Friday will be required. Any extra hours needed to cover the job to be paid as overtime. In emergencies, i.e. sickness, Councillors will cover the office for a few hours per day.

HR/22/72 **Dates of Next Meetings**

Estates & Environment – Thursday 10th November 2022

Full Council – Thursday 24th November 2022

HR/22/73 **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/22/74

Minutes of HR Committee

The Minutes of the Human Resources meeting on 25th July, having been circulated to all Councillors, were taken as read and noted. The meeting adopted the minutes as a true and accurate record and they were signed by the Chair.

HR/22/75

Staffing issues

All matters, along with relevant amendments, were agreed.