Kimberley Town Council

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 11th April 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Human Resources Committee** to be held on **Tuesday 18th April 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/23/95 **Apologies for Absence**

HR/23/96 **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/ 97 **Minutes of HR**

The Minutes of HR Meeting 17th January 2023 attached.

HR/23/ 98 **Revised Staff Contract**

Proposal that the HR Committee adopts the revised staff contract (attached). Significant changes from earlier contract are highlighted in yellow.

HR/23/ 99 **Staff Handbook**

Volunteers needed to help with revision.

HR/23/ 100 **Office “Etiquette” Guide**

Proposal that the HR Chair works with the office staff to develop this.

HR/23/101 **Dates of Next Meetings**

Full Council – Thursday 27th April 2023

Annual Parish and Council – Thursday 25th May 2023

HR/23/102 **Exclusion of Public and Press**

**RESOLVED** that, under Public Bodies (Admission to Meetings) Act 1960,

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.

 **Staffing Matter**