

Kimberley Town Council

Minutes of a meeting of the **Human Resources Committee** held on **Tuesday 17th January 2023**, in the Parish Hall starting at 7.00pm.

Present: Cllr S Boneham Cllr A Mason Cllr N Oakden
Cllr T Rood Cllr E Tansley Cllr J Wickham (Acting Chair)
Minutes: Cllr J Wickham
Members of the Public: None present

HR/23/83 **Apologies for Absence**

No apologies

HR/23/84 **Declarations of Interest**

None declared.

HR/23/85 **Minutes of HR**

The Minutes of the HR Meeting 13th December 2022, 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/23/86 **HR Terms of Reference**

There was one amendment regarding the health and safety of staff and contractors. It was agreed that the amended version should be submitted to full council for approval.

HR/23/87 **Training Courses**

The Clerk has identified suitable training courses for first aid. The Committee requested that the Clerk circulated details of these to Cllr T Rood and Cllr A Mason so that they can select an appropriate course and date.

HR/23/88 **Town Clerk Job Description**

The Committee approved the revised Town Clerk Job Description.

HR/23/89 **Staff Contracts**

The Committee agreed that the Acting Chair should carry out a review of existing staff contracts and present this to a future meeting.

HR/23/90 **Appraisals**

Staff appraisals will be carried out in February and March. It was agreed that Cllr T Rood and Cllr J Wickham would carry out the Town Clerk's appraisal. It was also agreed that the Clerk and Cllr Wickham would carry out the RFO's and the handyman's appraisals. Dates need to be set for these.

HR/23/91

Chair and Vice Chair

It was agreed that no action be taken on this and the Vice Chair will continue in an acting capacity. If the Vice Chair is unavailable, a temporary chair will be elected. These substantive positions will be appointed after the May elections.

HR/23/92

Dates of Next Meetings

Extraordinary – Monday 23rd January 2023

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

It was agreed that the handyman should be on the NALC pay scales from 1st April 2023.