



Kimberley Town Council

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

Present: Cllr S Boneham Cllr S Cunney – Vice Chair Cllr N Doherty
 Cllr I Forrester Cllr T Mason - Chair
Minutes: Cllr S Boneham
Members of the Public: None

HR/23/115 **Appointment of Chair**

It was **resolved** by a majority vote that Cllr T Mason be appointed Chair of the Human Resources Committee for the year 2023/24.

HR/23/116 **Welcome New Committee Members**

Cllr S Cunney was appointed as a member of the Human Resources Committee for the year 2023/24.

HR/23/117 **Appointment of Vice Chair**

It was **resolved** by a majority vote that Cllr S Cunney be appointed Vice Chair of the Human Resources Committee for the year 2023/24.

HR/23/118 **Apologies for Absence**

No apologies received.

HR/23/119 **Declarations of Interest**

None declared.

HR/23/120 **Minutes of HR**

The Minutes of the HR meeting on 15th June 2023, 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/23/121 **Public Question Time**

None present.

- HR/23/122 **Code of Conduct Training**
All Councillors need to have completed this. The Clerk to check who has not completed this and inform the Chair.
- HR/23/123 **Staff Handbook**
Cash Handling Policy to be devised by
Cllr T Mason and the RFO.
Sections around maternity/paternity leave require further investigation.
Equality and Diversity Policy and Sickness Policy to be reviewed and updated.
Chair of Human Resources and Leader of the Council to authorize sending
staff home due to illness. The Clerk to obtain more information from
Broxtowe Borough Council and other contacts about what they do.
- HR/23/124 **Feedback to Full Council**
Cllr T Mason to do a short feedback report to Full Council.
- HR/23/125 **Dates of Next Meetings**
Finance - Wednesday 18th October 2023
Full Council - Thursday 26th October 2023
Events - Thursday 2nd November 2023
Estates and Environment - Thursday 9th November 2023
- EV/23/126 **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.
No Excluded Items.
- There being no further business, the Chair thanked Councillors for their
contributions and closed the meeting at 19.30.