



Kimberley Town Council

Minutes of a meeting of the **Human Resources Committee** held on **Thursday 1st February 2024**, in the Committee Room starting at 7.00pm.

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

HR/24/127 **Apologies for Absence**
No apologies received.

HR/24/128 **Declarations of Interest**
None declared.

HR/24/129 **Minutes of HR**
The Minutes of the HR meeting on 17th October 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/24/130 **Public Question Time**
None present.

HR/24/131 **Staff Handbook**
Back to Work to be added in as a document to the handbook, maternity leave section addressed, and all other updates conducted as suggested by members.
The Staff handbook was approved by all members.

HR/24/132 **Return to Work Form**
It was agreed to adopt the Return to Work Form.

HR/24/133 **Staff Contracts**
Standard staff contract wording to be amended to adopt NALC recommendations regarding pay and leave for all future contracts. Current staff to be offered the opportunity to update current contracts to the new

contract wording.

Approved by all members as per Committee Terms of Reference.

Contracts to state:

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

HR/24/134 **Feedback to Full Council**

Cllr T Mason to do a short feedback report to Full Council.

HR/24/135 **Dates of Next Meetings**

Estates and Environment – Thursday 8th February 2024

Full Council - Thursday 22nd February 2024

EV/24/136 **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 7.15pm.