

Kimberley Town Council



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9th November 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Human Resources Committee to be held on Tuesday 15th November 2016, in the committee room, Parish Hall, Newdigate Street, Kimberley at **7.30pm**.

An agenda is set out below.

Yours faithfully



Town Clerk/Responsible Finance Officer

AGENDA

1. APOLOGIES FOR ABSENCE
2. 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
3. MINUTES

Document 1

The Council is asked to approve the minutes of the meeting of the Human Resource committee on 22nd September 2016.

4 EXCLUSION OF PUBLIC & 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.

5 ASSISTANT TO CARE TAKER JOB DESCRIPTION

6 DISCIPLINARY AND GRIEVANCE PROCEDURES **Document 2**

ACAS code of practice on disciplinary and grievance procedures policy
March 2015.

7 STAFF WORKING SCHEDULE **Document 3**

