

Kimberley Town Council



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5 August 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Human Resources Committee to be held on Thursday 11th August 2016, in the committee room, Parish Hall, Newdigate Street, Kimberley at **7.00pm**.

An agenda is set out below.

Yours faithfully

Town Clerk/Responsible Finance Officer

AGENDA

- 1 ELECTION OF CHAIR FOR HUMAN RESOURCE COMMITTEE 2016/17
2. APOLOGIES FOR ABSENCE
- 3 ELECTION OF VICE CHAIR HUMAN RESOURCE COMMITTEE 2016/17
4. 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

5. MINUTES

No minutes to approve.

6 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.

7 ASSISTANT TO CARE TAKER JOB DESCRIPTION

8 IMPLEMENTING ANNULISED HOURS

9 COUNCIL EMPLOYEE HEALTH & SAFETY

10 EMPLOYEE JOB ROLES REVIEW

11 IMPLEMENTING ABSENCE POLICY

