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Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

13th October 2017

Dear Sir/Madam

The meeting of the Council's Human Resources Committee will be held in meeting room 2 of The Spetchells Centre, Front Street, Prudhoe, commencing at 3:30pm on Friday 20th October 2017.

Only members of the Human Resources Committee of the Council are permitted to attend; this meeting will be clerked by Monica Anderton.

Yours faithfully

Sarah Eden

Administrative Officer (Acting Clerk)

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**

To approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following items, in accordance with Section 68 of the Council's Standing Orders:-

3. **Report of meeting held on 26th September** to receive the report and agree as a true record (enc)ⁱ
4. **Matters Arising**
5. **Clerk's Absence** to receive an update on the Clerk's absence as well as an Occupational Health Report (to be tabled), and agree any action to be taken
6. **HR Policies and Procedures** to consider and agree the policies and procedures that Prudhoe Town Council need to adopt (enc)ⁱⁱ
7. **Terms and Conditions of Employment** to receive the present 'Contract of Employment' (enc)ⁱⁱⁱ and referred to 'Green Book' (enc)^{iv}, and agree any future action required
8. **Data Protection and Confidentiality** to receive ACAS Booklet on 'Personnel Data and Record-Keeping' and agree appropriate action to be taken (enc)^v
9. **HR Committee Terms of Reference and Accountability to Full Council** to receive and interpret the present terms of reference of the HR Committee and distinguish items that require recommendation to full council and those deemed to be empowered to the Committee (enc)^{vi}

10. Administrative Support to receive an update on the appointment of an Administrative Assistant and on the work of the office, and agree any action to be taken (enc)^{vii}

Enclosures

- ⁱ DRAFT CONFIDENTIAL Report of the HR Committee Meeting, 26th September 2017
- ⁱⁱ Personnel Policies and Procedures
- ⁱⁱⁱ Generic Contract of Employment
- ^{iv} Green Book
- ^v ACAS Advisory Booklet on Personnel Data & Record Keeping
- ^{vi} Personnel Committee Terms of Reference, adopted 2016/17
- ^{vii} Copy of email sent on 12th October by S Eden