



Address: The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

Tel/Fax/Ans: 01661 835487

Email: prudhoetc@hotmail.com

Website: www.parish-council.com/prudhoe

Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

20th September 2017

Dear Sir/Madam

The meeting of the Council's Human Resources Committee will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, commencing at 6:30 pm on Tuesday 26th September 2017.

Only members of the Human Resources Committee of the Council are expected to attend and 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 28th July 2017** to agree the report as a true record (enc)ⁱ
- 4. Clerk's Absence** to receive an update on the absence of the clerk and all associated items, and agree any action to be taken
- 5. Grievance Procedure** to discuss the handling of any grievance brought against the Council, and agree any action to be taken (enc)ⁱⁱ
- 6. Additional Office Support** to receive recommendation from the chair of the council in relation to any office support needed, and agree action to be taken
- 7. Any other business** to deal with any other business that should be raised with the chair in advance of the meeting, and agree action to be taken
- 8. Date of next meeting**, to agree

Enclosures

ⁱ Report of HR Committee Meeting, 28th July 2017

ⁱⁱ PTC Grievance Procedure