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Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

6th April 2018

Dear Sir/Madam

The meeting of the Council's Human Resources Committee will be held in the Oval Office of The Spetchells Centre (adjacent to Town Council Office), Front Street, Prudhoe, commencing at 5:00 pm on Monday 16th April 2018.

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

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 9th February** to receive the report and agree as a true record (to follow)
- 4. Matters Arising**
- 5. Report of the meeting held on 7th March** to receive the report and agree as a true record (enc)ⁱ
- 6. HR Policies** to agree policies to be recommended for adoption at the Annual General Meeting in May (to be tabled)
- 7. HR Committee Terms of Reference and reporting structure** to review and make recommendation to full council (enc)ⁱⁱ
- 8. Staffing Matters** to discuss and make recommendations in relation to office structure and staffing

Enclosures

- ⁱ Draft confidential Report of the HR Committee Meeting, 7th March 2018
- ⁱⁱ HR Committee Terms of Reference 2016/17