



The Spetchells Centre  
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Town Mayor/Chair: Councillor Tracy Gilmore  
Clerk to the Council: Sarah Eden

16<sup>th</sup> August 2018

Dear Sir/Madam

A meeting of the Council's Human Resources Committee will be held in meeting room 1 of The Spetchells Centre, Front Street, Prudhoe, commencing at 6:30 pm on Wednesday 22<sup>nd</sup> August 2018.

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

Yours faithfully

Town 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 3<sup>rd</sup> July 2018** to receive the report and agree as a true record (enc)<sup>i</sup>
4. **Matters Arising**
5. **Administrative Assistant**
  - a) to receive the draft *person specification* for the role, and agree any amendments prior to approval (enc)<sup>ii</sup>
  - b) to review the agreed job profile and person specification and agree the salary range for the role (enc)<sup>iii</sup>, (enc)<sup>iv</sup>
  - c) to receive the draft *job advert* for the role, and agree any amendments, placement, expected costs, run time and closing date (enc)<sup>v</sup>
  - d) to receive the draft application form for the role, and agree any amendments, short listing timeframe, interview panel and interview dates (enc)<sup>vi</sup>
  - e) to agree recommendations for the purchase of office equipment, i.e. desk, chair, PC

- 6. HR Policies** to receive draft policies for recommendation for approval by Prudhoe Town Council and agree how best these should be presented and adopted;
- a) Line Management Policy (enc)<sup>vii</sup>
  - b) Appraisal Policy (enc)<sup>viii</sup>
  - c) Capability and Disciplinary Policy (enc)<sup>ix</sup>
  - d) Grievance Policy (enc)<sup>x</sup> (see NALC Note on Ledbury Case, enc<sup>xi</sup>)
  - e) Elected Member Conduct Complaints (enc)<sup>xii</sup> (see NALC Note on Ledbury Case)
  - f) Anti-Bullying and Harassment Policy (enc)<sup>xiii</sup>
  - g) Equal Opportunities Policy (enc)<sup>xiv</sup>
  - h) Equality and Diversity Policy (enc)<sup>xv</sup>
  - i) Absence Management Guidelines (enc)<sup>xvi</sup> and Absence Management Policy (enc)<sup>xvii</sup>
  - j) Whistle Blowing Policy (enc)<sup>xviii</sup>
  - k) Freedom of Information Request Policy (enc)<sup>xix</sup>
  - l) Internet Policy (enc)<sup>xx</sup>
  - m) Lone Working Policy (enc)<sup>xxi</sup>
  - n) Data Protection Policy (enc)<sup>xxii</sup>

## Enclosures

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- <sup>i</sup> Report of the meeting held on 3<sup>rd</sup> July 2018
- <sup>ii</sup> Draft Person Specification for PTC Administrative Assistant
- <sup>iii</sup> NJC Pay Scales
- <sup>iv</sup> SLCC Job Evaluation
- <sup>v</sup> Draft Job Advert
- <sup>vi</sup> Draft Application Form
- <sup>vii</sup> Line Management Policy
- <sup>viii</sup> Appraisal Policy
- <sup>ix</sup> Capability and Disciplinary Policy
- <sup>x</sup> Grievance Policy
- <sup>xi</sup> NALC Note on Ledbury Case
- <sup>xii</sup> Elected Members Complaints
- <sup>xiii</sup> Anti-Bullying and Harassment Policy
- <sup>xiv</sup> Equal Opportunities Policy
- <sup>xv</sup> Equality and Diversity Policy
- <sup>xvi</sup> Absence Management Guidelines
- <sup>xvii</sup> Absence Management Policy
- <sup>xviii</sup> Whistle Blowing Policy
- <sup>xix</sup> FOI Request Policy
- <sup>xx</sup> Internet Policy
- <sup>xxi</sup> Lone Working Policy
- <sup>xxii</sup> Data Protection Policy