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Town Mayor: Councillor Mrs J McGee

Executive Officer/Clerk to the Council: Richard Whinney

7 January 2017

Dear Sir/Madam

The meeting of the Council's Human Resources Committee will be held in Meeting Room One, the Spetchells Centre, Front Street, Prudhoe, at 3.30pm on Thursday 12 January, and you are requested to attend.

Yours faithfully

Richard Whinney

Richard Whinney
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. **DRAFT Confidential Minutes of Meeting of the Human Resources Committee held on 13 December 2016** to receive (encⁱ)
4. **Matters Arising**
5. **Roles and functions of councillors and officers** to receive report and advice, and agree any action to be taken (encⁱⁱ)
6. **Grievance and Disciplinary Procedures** to receive advice (encⁱⁱⁱ) in respect of these procedures, including recent case law (enc^{iv}), and agree any action to be taken, including recommendations to be made to the Ordinary Meeting
7. **Employee Job Evaluation** to progress review of job descriptions of (i) Town Council Administrator (ii) Executive Officer / Clerk to the Council, and agree recommendations to be submitted to North-East Regional Employers Organisation (officers submissions encs^{v vi})
8. **National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service (the "Green Book") Revision 2016** to

receive and agree any action to be taken in respect of this document (document previously emailed to members) (item refers to staff handbook / code of conduct discussion at conclusion of 13 December meeting)

9. Date of Next Meeting to agree

ENCLOSURES

ⁱ Draft Minutes of Meeting of the Human Resources Committee held on 13 December 2016

ⁱⁱ Briefing “Roles and functions of councillors and officers”

ⁱⁱⁱ Report: Grievance & Disciplinary Procedures, responses to enquiries

^{iv} (i) Law Report – December 2016 (Judicial Review): *Taylor v Honiton Town Council*
(ii) explanatory note

^v Employee job evaluation – Town Council Administrator: draft job description and supporting materials (includes existing job description) (2 documents)

^{vi} Employee job evaluation – Executive Officer / Clerk: draft job description and supporting materials (includes existing job description) (4 documents)