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Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

16th June 2017

Dear Sir/Madam

The meeting of the Council's Human Resources Committee will be held in Meeting Room 3, the Spetchells Centre, Front Street, Prudhoe, commencing at 2:30 pm on Friday 23rd June 2017.

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

Please find listed below all supplementary items required for the meeting.

Yours faithfully

Sarah Eden

Administrative Officer

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 24th May** to agree the report as a true record (enc)ⁱ *This report has been received by full council*
4. **Matters Arising** to receive any matters arising from the last meeting, excluding those on the agenda
5. **Absence of Clerk** to receive verbal update on the absence of the clerk and agree any action to be taken
6. **Acting-Up** to receive request from the Administrative Officer in relation to 'Acting-Up' in the absence of the Clerk, and agree any action to be taken (enc)ⁱⁱ
7. **Additional Hours** to consider any additional hours worked by the Administrative Officer, and agree any action to be taken (to be tabled)
8. **Employee Code of Conduct** to receive amended Employee Code of Conduct document from NEREO, and agree any action to be taken (enc)ⁱⁱⁱ
9. **Performance and Development Process** to receive amended Performance and Development Process from NEREO, and agree any action to be taken (enc)^{iv}
10. **North East Regional Employers Organisation (NEREO)** to agree how to progress agreed work in relation to Town Council policies (enc)^v
11. **Scheduled Meetings** to agree regular calendar of meetings for the year

Enclosures

- i Report of HR Committee Meeting, 24th May 2017
- ii Email from Administrator to HR Committee members, 6th June 2017
- iii Employee Code of Conduct, received from Kevin Wilkinson of NEREO
- iv Performance and Development Process, received from Kevin Wilkinson of NEREO
- v NEREO Contract