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Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

15<sup>th</sup> May 2017

Dear Sir/Madam

The meeting of the Council's Human Resources Committee will be held in Meeting Room 2, the Spetchells Centre, Front Street, Prudhoe, commencing at 6:30 pm on Wednesday 24<sup>th</sup> May 2017.

Only members of the Human Resources Committee of the Council are expected to attend.

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**
- 3. Election of Chair of the HR Committee**

*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:-*

- 4. To receive reports from Kevin Wilkinson (NEREO) on a) Performance and Development Process (enc)<sup>i</sup>, b) Employee Code of Conduct (enc)<sup>ii</sup> Kevin will be in attendance (enc)<sup>iii</sup>**
- 5. To receive the report of the HR Committee Meeting held on 3<sup>rd</sup> May 2017 (enc)<sup>iv</sup>**
- 6. To discuss contact and support during sickness absence, and agree any action to be taken**
- 7. To discuss the need for additional office support during reduced staffing levels, and agree any action to be taken**
- 8. To discuss remuneration in relation to a) 'acting up' (enc)<sup>v</sup> and b) additional hours (enc)<sup>vi</sup>**

## Enclosures

<sup>i</sup> DRAFT Performance and Development Process Guidance

<sup>ii</sup> DRAFT Employee Code of Conduct

<sup>iii</sup> Copy of Green Book supplied and Nolan's 7 Principles included as referred to in report on Code of Conduct

<sup>iv</sup> Draft Report of the Human Resources Committee Meeting, 3<sup>rd</sup> May 2017

<sup>v</sup> Salary Scales with EO and AO salary highlighted

<sup>vi</sup> AO Timesheets