

PRUDHOE TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held in The Spetchells Centre, Front Street, Prudhoe at 3:00pm on Monday 23 September 2016

PRESENT Cllr Ms J Rose, Cllr Mrs C Cuthbert, Cllr G Price
In attendance: R Whinney (Clerk), Mrs S Eden (Administrator)

1617/2005 APOLOGIES FOR ABSENCE Cllr A Reid, Cllr E Dobson

1617/2006 DECLARATIONS OF INTEREST None

1617/2007 ELECTION OF CHAIRMAN OF MEETING

Cllr Ms J Rose was elected to chair the meeting.

Proposed: Cllr Mrs C Cuthbert Seconded: Cllr G Price

It was agreed 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

Proposed: Cllr G Price Seconded: Cllr Mrs C Cuthbert

1617/2008 DRAFT MINUTES OF MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 26 JULY 2016

Following a discussion, the minutes were not submitted for consideration as a true record, as only Cllr Cuthbert had been present at the previous meeting. It was noted that the draft minutes would be presented for adoption as a true record at a subsequent meeting of the Committee when more than one of the three councillors present at the 26 July meeting was able to comment on the truthfulness of the record presented by the minutes.

1617/2009 MATTERS ARISING

The Matters Arising were discussed with the Administrator and the Clerk.

1617/2010 STAFFING MATTERS

- (i) **Consideration of Correspondence received by the Council from the Administrator since the July Ordinary Meeting**

The following outcomes were agreed:

- (1) The review of staff job descriptions was anticipated to commence in October
- (2) A permanent Chairman of the Committee should be elected as soon as a meeting of the full Committee could be convened
- (3) The make-up of the Committee should be placed on the agenda for the next meeting of the Committee to ensure that the appropriate skills were present
- (4) That there was a need for much stronger communication, with the emphasis on teamwork

- (ii) **Absence of Administrator on Medical Grounds: Recommendations to be made to Ordinary Meeting**

- (a) **Payment of the Administrator's remuneration during her absence**

It was AGREED to recommend that the Council treat the Administrator's absence as sick leave, so that the Council's sick pay policy came in to effect as laid down in the Administrator's contract of employment.

Proposed: Cllr Mrs C Cuthbert Seconded: Cllr Ms J Rose

- (b) **Additional Staffing Needs during Administrator's Absence**

It was AGREED that the Committee would recommend that there was no need for additional staffing provision during the Administrator's absence.

Proposed: Cllr Ms J Rose Seconded: Cllr Mrs C Cuthbert

(iii) Time Off in Lieu (TOIL): Request for Council to vary Policy

It was AGREED that this matter should be deferred, and placed on the agenda of a future Ordinary Meeting for the matter to be considered by the Council.

Proposed: Cllr G Price Seconded: Cllr Ms J Rose

It was noted that the Administrator had previously agreed and signed accordingly in respect of the new working conditions (including the TOIL policy), as agreed by the Annual General Meeting. The Clerk stated that he had now accepted and was also working to the revised working conditions.

END OF MEETING

The Confidential version of these Minutes were approved as a true record at the Meeting of the Human Resources Committee held on Thursday 17 November 2016