

PRUDHOE TOWN COUNCIL

**DRAFT Minutes of the Meeting of the Human Resources Committee held on Thursday 17
November 2016 at 2.00pm**

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

1617/2011 APOLOGIES FOR ABSENCE Cllr A Reid

1617/2012 DECLARATIONS OF INTEREST None

1617/2013 ELECTION OF CHAIRMAN OF MEETING

Cllr E Dobson was elected as Chairman of the Committee, and took the Chair.

Proposed: Cllr G Price Seconded: Cllr Mrs C Cuthbert

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 E Dobson Seconded: Cllr Mrs C Cuthbert

**1617/2014 DRAFT MINUTES OF MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
26 JULY 2016**

It was **AGREED** to receive the minutes of the meeting as a true record.

Proposed: Cllr E Dobson Seconded: Cllr Mrs C Cuthbert

1617/2015 MATTERS ARISING

There were no matters arising save for the concerns raised by the Administrator which had been considered at the next meeting of the Committee.

**1617/2016 DRAFT MINUTES OF MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
23 SEPTEMBER 2016**

It was **AGREED** to receive the minutes of the meeting as a true record.

Proposed: Cllr E Dobson Seconded: Cllr Ms J Rose

1617/2017 MATTERS ARISING

These were discussed.

1617/2018 GRIEVANCE AND DISCIPLINARY PROCEDURES

It was agreed to place both procedures on the agenda for the next meeting of the Committee for further consideration as suggested by Cllr Price.

1617/2019 EMPLOYEE APPRAISALS

It was agreed that appraisals should be carried out by / on behalf of the Committee and reported to the Council, with agreed objectives set as outcomes of the appraisal process. The Clerk stated that he would seek advice from the Northumberland Association of Local Councils regarding training in respect of appraisals.

Cllr Dobson suggested that the prescriptive process in use for the appraisal of school headteachers could be a useful guide for the Council, with both sides contributing to the discussion.

The Clerk stated that he would supply members of the Committee with the PDFs of the Good Employer guide and the Green Book, the latter having been supplied to all councillors in this form when the Council applied to join NEREO.

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1617/2020 REVIEW OF ROLE AND COMPOSITION OF COMMITTEE

The item was discussed.

1617/2021 STAFF MANAGEMENT

The Clerk stated that he would compile a list of the Council's adopted policies, and he left the meeting at this point.

The record of the discussion of this item was supplied by the Chair of the Committee.

The following actions were suggested as being desirable:

- Training of members and staff
- The Council should take advice from the North-East Regional Employers' Organisation (NEREO) on the issues that have arisen recently.
- A mediation process should hopefully provide an opportunity to address some outstanding issues and offer some ideas for future conduct.

1617/2022 NEXT MEETING

It was agreed that the next meeting of the Committee should take place on 13 December, starting at 3.30pm.

END OF MEETING