

## PRUDHOE TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee held on Tuesday 13 December 2016  
at 3.30pm

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**PRESENT** Cllr E Dobson (Chair) Ms J Rose, Cllr Mrs C Cuthbert, Cllr A Reid  
In attendance: R Whinney (Clerk)

**1617/2023 APOLOGIES FOR ABSENCE** Cllr G Price

**1617/2024 DECLARATIONS OF INTEREST** None

*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 A Reid

**1617/2025 DRAFT MINUTES OF MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 17 NOVEMBER 2016**

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

Proposed: Cllr E Dobson      Seconded: Cllr Mrs C Cuthbert

**1617/2026 MATTERS ARISING**

These were raised and discussed, with comments noted.

**1617/2027 EMPLOYEE JOB EVALUATION**

Following advice received from the Clerk, and a discussion by the Committee, **it was AGREED** that: The Human Resources Committee should review the job descriptions of the staff with the aim of presenting an agreed version to the North-East Regional Employers' Organisation (NEREO) for the evaluation process to take place.

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

**1617/2028 STAFFING REQUIREMENTS**

The discussion concluded that no specific comments / recommendations were being made for change at this point: the Clerk's helpful linkage of staffing needs with strategic planning was noted, along with his suggestion that one solution might be to consider the possibility of recording Council meetings and employing a minutes secretary to write up the record. Also noted was the need to ensure that staffing needs was assessed in the context of "growing the Council's assets".

**1617/2029 GRIEVANCE AND DISCIPLINARY PROCEDURES**

Following a discussion, **it was AGREED** as follows:

- Save as indicated below, to not recommend changes to the adopted Grievance Procedure, pending the receipt of advice from Northumberland ALC regarding the application of the Grievance Procedure to councillors;
- To recommend the insertion of the following at (7) "Investigation" in the Procedure, after the existing wording: "the appointed sub-committee may seek independent advice with respect to the management of the process."
- To record the thanks of the Committee to Cllr Price for the thorough work he had undertaken with respect to the Grievance Procedure.

Proposed: Cllr E Dobson      Seconded: Cllr Mrs C Cuthbert

With respect to the adopted Disciplinary Procedure and the issue of who in the Council should have the power to suspend a member of staff, initiate an investigation, etc, Cllr Dobson suggested that the Committee await the respect of an enquiry he had made of NEREO on this issue. This approach was agreed.

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**1617/2030 EMPLOYEE APPRAISALS**

The Clerk stated that advice was awaited from NALC with respect to the conduct of appraisals.

Cllr Dobson stated that he would liaise with the Chairman of the Council as to who should conduct the Clerk's appraisal, and it was noted that the appraisals should be conducted in February, allowing for recommendations in respect of staff increments to be made in advance of the start of the new financial year.

**1617/2031 HUMAN RESOURCES TRAINING**

The meeting was advised that requested information regarding training opportunities would be provided to councillors once it had been received from NALC.

**1617/2032 NEXT MEETING**

It was agreed that the next meeting of the Committee should take place on 12 January 2017, starting at 3.30pm.

The Clerk left the meeting at this point.

**1617/2033 STAFF MANAGEMENT PROCESSES**

**It was AGREED** to recommend to the council that the chair deal with day to day matters and a sub group should be established made up of the Chair of the Council, the Chair of Human Resources Cttee and one other councillor chosen by full council. Cllr. Dobson agreed to draft some terms of reference for these arrangements based on practice elsewhere.

**It was AGREED** to seek advice from NEREO about developing a code of conduct for staff, followed by a sickness absence procedure. **It was also AGREED** to develop a staff handbook over the next year, making a start with the policies, procedures, and forms we currently have.

**It was AGREED** to progress the mediation process previously agreed upon.

**END OF MEETING**