

**PRUDHOE TOWN COUNCIL**

**Minutes of the HUMAN RESOURCES MEETING, held at The Spetchells Centre, Front Street, at 6:00pm on Thursday 28<sup>th</sup> July 2022**

**AGENDA**

**Present**

Cllr Dot Dickinson (Chair), Cllr Christine Cuthbert, Cllr Gerry Price, Cllr Tracy Gilmore (ex-officio)

Shirley Ann Gaut (Clerk/RFO)  
Stephanie Kirby (Deputy Clerk)

**HR2223/001 Welcome by the Chair**

Cllr Dot Dickinson welcomed everyone to the meeting.

**HR2223/002 Apologies for Absence**

Cllr Chris Barrett, Cllr Duncan Couchman, Cllr Bryan Futers (ex-officio)

**HR2223/003 Declarations of Interest**

None.

**HR2223/004 Dispensations**

None to approve.

**HR2223/005 Minutes of the Human Resources Meeting, held on 7<sup>th</sup> October 2021**

**It was AGREED** to receive the agreed minutes received at the Ordinary Meeting on 27<sup>th</sup> October 2021, for information and reference.

**HR2223/006 Clerk's Report**

The Clerk gave the following report:

Both Clerk and Deputy Clerk have settled in well. Deputy Clerk has completed ILCA, FILCA, and almost completed ILCA to CiLCA qualifications and will begin CiLCA in September with Cumbria Association of Local Councils. Clerk to complete ILCA, then continue onto FILCA, ILCA to CiLCA then CiLCA.

**HR2223/007 Roles and responsibilities for Town Clerk/RFO and Deputy Clerk**

**It was AGREED** to receive the current job descriptions.

**HR2223/008 Office Lone Working Consideration**

**a) Glazed panel in office door**

**It was AGREED** to receive costs provided by Prudhoe Community Partnership, Spetchells Centre for glazed panel door to be installed .

**b) Outlook Calendar**

**It was AGREED** to share main Outlook Calendar with Cllr Dot Dickinson, Cllr Bryan Futers and representative from Planning, Contract and Works Committee – Chair Chris Barrett.

**c) Lone Working Policy**

**It was AGREED** to review and update the Lone Working Policy (previously considered in August 2018), by Cllr Dot Dickinson, Clerk and Deputy Clerk.

[Type here]

**PRUDHOE TOWN COUNCIL**

**Minutes of the HUMAN RESOURCES MEETING, held at The Spetchells Centre, Front Street, at 6:00pm on Thursday 28<sup>th</sup> July 2022**

**HR2223/009 Home Working Policy**

It was **AGREED** to adopt a Home Working Policy.

**HR2223/010 Appraisals**

**a) *Staff Appraisal Policy and Procedure***

It was **AGREED** to adopt the Performance and Development Process Policy (previously adopted in June 2017.)

**b) *Staff Appraisals for 2022/23***

It was **AGREED** initial appraisals will take place in October 2022 (six months after commencement), then another six months thereafter.

**2. Training and Development**

**a) *Training and Development Policy***

It was **AGREED** to adopt the Training and Development Policy (previously adopted in June 2019.)

**b) *Training and Development for Prudhoe Town Council Staff and Councillors***

It was **AGREED** to review the Training and Development Policy (previously developed in June 2019) with proposed addition new councillors are encouraged to undertake training to enhance their role – Continuing Professional Development (CPD.) Training is in place for Town Clerk/RFO, and the Deputy Clerk.

Meeting ended 6.40pm