

PRUDHOE TOWN COUNCIL
DRAFT Report of the HUMAN RESOURCES COMMITTEE MEETING,
held in meeting room 1 and 2 Spetchells Centre, at 8:00 pm on Wednesday 7th July 2021

PRESENT

Cllr Dorothy Dickinson (Chair), Cllr Jonathan Wheeler, Cllr Angie Scott, Cllr Ignasious Varghese, Cllr Glenn Simpson, Cllr Bryan Futers, Cllr Carol Stephenson

HR2122/021 Welcome by the Chair

Cllr Dorothy Dickinson welcomed everyone to the meeting.

HR2122/022 Apologies for Absence

None received.

HR2122/023 Declarations of Interest

None

HR2122/024 Dispensations

None

HR2122/025 Draft Report of the HR Committee Meeting, held on 21st April 2021

The minutes were received for information only. These minutes were agreed as a true record at the Ordinary Meeting (including Planning, Contract and Works Committee) held on 30th June 2021.

HR2122/026 Clerk's Report

The Clerk had previously noted that all updates were included on the agenda.

HR2122/027 Office Lone Working Consideration**a) Glazed panel in office door**

Members received the cost to exchange the current solid fire door with a glazed panel fire door, as £599 (excluding fitting). It was discussed that the action was necessary from a risk assessment point of view and that it would be beneficial to further discuss the requirements with Prudhoe Community Partnership, as it was a serviced office.

It was AGREED to liaise with Prudhoe Community Partnership as to whether the costs could be shared.

b) Outlook Calendar

It was AGREED to receive confirmation that as suggested at the previous HR Committee Meeting, the Clerk would ensure Line Managers (Chair/HR Chair) were aware of the Clerk's whereabouts, from a Health and Safety perspective. The Clerk was sharing updated outlook calendar on a weekly basis.

HR2122/028 Exclusion of the Press and Public

It was AGREED to approve a motion to invoke Standing Order 2d) to exclude the press and public, in view of the confidential nature of the business to be transacted, permitted under schedule (12A) Local Government Act 1972.

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The Clerk also left the meeting.

HR2122/029 Salary Review

a) Information received at April meeting

It was AGREED to receive the information shared previously with the former HR Committee, relating to the salary of the Clerk and recommended progression from LC3 (below substantive range) to LC3 (substantive range).

It was AGREED to slightly delay a final decision in relation to the salary review of Clerk role to allow the HR Committee to go through a fact-finding process to gather some additional information. As a new Committee with a number of new council members, **it was AGREED** that it was appropriate to have a little more time to digest and discuss the information, so the committee can confidently understand all of the details and processes involved in reaching this important decision.

It was further AGREED that it was important not to delay the process too long, and to have final recommendations towards the beginning of August.

b) Assessment of Clerk's Role

It was AGREED to receive an assessment of the role of the Clerk in regards job evaluation, with examples from the job description. This information was compiled by the Clerk at the request of the former HR Committee.