



Prudhoe

TOWN COUNCIL

Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

16th April 2026

To all members of the Human Resources Committee and Ex-Officio

You are hereby summoned to attend a meeting of the Human Resources Committee of Prudhoe Town Council on Thursday 23rd April 2026 at 6:00pm at The Spetchells Centre, for the purpose of transacting the following business.

Please find as a 'footnote' the items you should expect to be enclosed. If you find that any items are missing, please contact me. If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shirley Ann Gaut Hall'.

Shirley Ann Gaut Hall
Town Clerk

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**AGENDA FOR HUMAN RESOURCES COMMITTEE MEETING OF
PRUDHOE TOWN COUNCIL**
to be held in Room 1, Spetchells Centre, Front Street, Prudhoe
on THURSDAY 23rd APRIL 2026 at 6:00PM

The meeting is open to the press and public (except for confidential items.)

1. Welcome from Chair

Cllr Mike Smith to welcome everyone to the meeting.

2. Apologies for Absence

To receive apologies for absence.

3. Declarations of Interest

To receive any declarations of interest.

4. Dispensations

To receive and approve any dispensations.

5. Minutes of the Human Resources Committee Meeting, held on 23rd September 2025

To receive and agree as a true record. *These minutes were received for information only at the Ordinary Meeting held 23rd October 2025 (enc)ⁱ*

6. Appraisals

a) Staff Appraisals 2025/26

To note that the staff appraisals for 2025/26 have been completed, and to raise any comments.

b) Staff Appraisal Forms

To review the current appraisal forms and agree to any changes (enc)ⁱⁱ

7. Training and Development

a) Training and Development for Prudhoe Town Council Staff

To discuss progress on personal training and development plans for the Town Clerk/RFO and the Deputy Clerk, and to agree to any further training.

b) Training and Development for Councillors

To identify any training needs for town councillors and to agree to action these.

8. Terms of Reference

To review the Human Resources Committees Terms of Reference (enc)ⁱⁱⁱ

9. Council Office Workplace Assessment

To receive an update from the Clerk and Deputy Clerk following a workplace assessment of the Council Office and to agree any recommendations for improvements. Please note any agreed improvements will be reported back to Full Council for formal approval.

10. Date of Next Meeting

To consider and agree date of next meeting.

11. Exclusion of Press and Public

Members are invited to consider passing the following resolution:

That pursuant to the provision of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business, by reason of the confidential nature of business to be transacted, as this item of business relates to staffing matters.

12. Staffing Matters

To consider a staffing matter and agree any actions and recommendations to Full Council.

ⁱ Minutes of Human Resources Meeting held 23rd September 2025

ⁱⁱ Staff Appraisal Form (Current Version) and Staff Appraisal Form (Cllr Smith Amendments)

ⁱⁱⁱ Human Resources Committee Terms of Reference (last reviewed May 2025)