

**DRAFT MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF PRUDHOE TOWN
COUNCIL held on TUESDAY 23rd SEPTEMBER 2025 at 6:00PM
at The Spetchells Centre, Rom 1**

Present:

Cllr Mike Smith, Cllr Dot Dickinson (Ex officio), Cllr Holly Waddell,

Shirley Ann Gaut Hall (Clerk)

Stephanie Kirby (Deputy Clerk)

HR2526/001 Welcome from Chair

Cllr Mike Smith to welcome everyone to the meeting.

HR2526/002 Apologies for Absence

Cllr Angie Scott, Cllr Jonathan Wheeler (Ex Officio)

Apologies not Received

Cllr Carol Stephenson

HR2526/003 Declarations of Interest

None received.

HR2526/004 Dispensations

None received.

HR2526/005 Minutes of the Human Resources Committee Meeting, held on 18th September 2024

It was agreed to receive the minutes as a true record. *These minutes were received for information only at the Ordinary Meeting held 26th September 2024.*

HR2526/006 Appraisals

a) Staff Appraisals 2024/25

It was noted that staff appraisals for 2024/25 have been completed, and no comments or concerns were raised

b) Staff Appraisals for 2025/26

It was **AGREED** that staff appraisals will be scheduled for April 2026, with further details to be confirmed.

HR2526/007 Training and Development

a) Training and Development for Prudhoe Town Council Staff

It was noted that the Clerk has recently completed the CiLCA portfolio, and the Deputy Clerk is continuing with her internal audit training. The Clerk requested permission to attend the SLCC Conference, scheduled for 14–15 October in Leicestershire.

It was **AGREED** as an ideal opportunity for professional development and networking.

Both the Clerk and Deputy Clerk will continue to participate in appropriate courses and webinars to further enhance their skills and professional knowledge in support of Council operations.

b) Training and Development for Councillors

The Clerk and Deputy Clerk advised that training opportunities are regularly circulated to all Councillors; to date, no bookings have been made.

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Cllr Waddell suggested training on Planning, noting that it would provide a clear understanding of the planning process, particularly for newly elected Councillors.

It was AGREED to invite a Planning Officer from Northumberland County Council to deliver a training workshop for Councillors.

HR2526/008 Council Office

It was AGREED that the Clerk and Deputy Clerk will carry out a workstation and environmental assessment of the Council Office, with findings and any recommendations for improvements to be reported back to Full Council.

HR2526/009 Councillor Email Addresses

Following recent amendments to the Annual Governance and Accountability Return (AGAR) for 2025/26, it is now a requirement that all Council members hold an official gov.uk email address.

It was AGREED to obtain quotes for setting up accounts to ensure that all Council members are provided with an official gov.uk email address. Arrangements and associated costs will be presented to the Full Council for approval.

HR2526/010 General Data Protection Regulation (GDPR)

It was AGREED that the Clerk and Deputy Clerk undertake a full assessment of office storage facilities to ensure continued compliance with GDPR and to report findings and recommendations back to Full Council.

HR2526/011 Date of Next Meeting

It was AGREED the next meeting will be held in April 2026 following staff appraisals.

HR2526/012 Exclusion of 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, that they relate to individuals and to financial affairs.

HR2526/013 Salary

It was AGREED to receive and approve The National Association of Local Councils (NALC) pay award for the financial year 2025/26, to be implemented in October 2025 with effect backdated to 1 April 2025 for the Clerk and Deputy Clerk.

It was also noted that, as specified in the Clerk's contract of employment, the Clerk is to be awarded an additional point in recognition of successfully obtaining the CiLCA qualification.

Meeting ended 6.17pm.