



Howden Town Council

July 28th 2021

The next meeting of the Personnel and Grievance Committee is to be held on Tuesday August 3rd 2021 at The Shire Hall, Howden at 8pm.

Yours faithfully

Sarah Hardcastle

Clerk and Responsible Finance Officer

AGENDA

2021-16-PG: Apologies for absence – to receive and accept.

2021-17-PG: Election of Chair.

2021-18-PG: Election of Vice Chair.

2021-19-PG: Declaration of Interest –

2021-19.1-PG Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

2021-19.2-PG For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

2021-20-PG: Minutes of the meeting held Wednesday May 5th 2021 – to agree and approve as a true record.

2021-21-PG: Motion to exclude members of the public and press due to the confidential nature of the following agenda items.

2021-22-PG: Clerk Appraisal. To note the first-year review of the Clerk has been undertaken by the Chair, receive verbal report and confirm the Clerk has fulfilled contract criteria for salary increase and make any recommendations to Council. (Attached)

2021-23-PG: Motion to admit members of the public and press.

2021-24-PG: CiLCA. To agree new training provider, adjusted spend profile and start date of the CiLCA qualification for the Clerk. To agree on Council support to the Clerk while undertaking the CiLCA and make any recommendations to Council. (Attached)

2021-25-PG: Microsoft 365. To receive report on sign up progress.

2021-26-PG: Staff Appraisals. To receive a report from the Clerk.

2021-27-PG: Correspondence.

2021-28-PG: Date of Next Meeting: Wednesday November 3rd 2021 at 7.15pm.