



Howden Town Council

Dear Councillors

You are hereby summoned to attend the next meeting of the Personnel and Grievance Committee to be held on Tuesday August 2<sup>nd</sup> 2022 at 7.45pm at the Howden Town Council Offices, 17 Bridgegate, Howden, DN14 7AE.

Yours faithfully

*Sarah Hardcastle*

Clerk and Responsible Finance Officer

## AGENDA

**2022-16-PG:** Election of Chair.

**2022-17-PG:** Election of Vice-Chair.

**2022-18-PG:** Apologies for absence – to receive and accept.

**2022-19-PG:** Declaration of Interest –

2022-19.1-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.

2022-19.2-PG For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

**2022-20-PG:** Minutes of the meeting held Friday February 11<sup>th</sup> 2022 – to agree and approve as a true record. (Attached)

**2022-21-PG:** CiLCA Qualification. To confirm completion by the Clerk of the CiLCA qualification, to receive feedback and make any recommendations.

**2022-22-PG:** In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to exclude members of the public and press due to the confidential nature of the following agenda item.

**2022-23-PG:** Contract. To agree updated contract terms for the Clerk after completion of CiLCA. (Attached)

**2022-24-PG:** In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to allow members of the public and press.

**2022-25-PG:** SLCC Membership. To receive request from the Clerk for updated subscription to SLCC and agree any actions.

**2022-26-PG:** To delegate powers to the Vice-Chair (if Chair absent) to sign contract for Town Centre/Events Officer.



**2022-27-PG:** Staff Appraisals. To receive an update from the Clerk.

**2022-28-PG:** Date of Next Meeting: TBC.