



## Howden Town Council

20 May 2020

A meeting of the Personnel and Grievance Committee to be held on Tuesday 26 May 2020 at 7.15pm via Zoom video conference call to transact the business specified below.

Regards

*Hugh Roberts*

Acting Clerk Howden Town Council

### AGENDA

1. Apologies for absence: to receive and accept.
2. Declaration of interest –
  - 2.1 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.
  - 2.2 For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution.
3. Minutes of the meeting held 28 April 2020: to approve
4. Vacancy: Town Clerk & RFO –
  - 4.1 To review job adverts placed and budget
  - 4.2 To receive notification from the Acting Clerk about the number of applications received
  - 4.3 To set an agenda for the interview
  - 4.4 To consider a set of questions to ask and a scoring system
5. Existing Staff Matters.
  - 5.1 Confirmation by the Acting Clerk that Job Description and Employment Contract for the Clerk to the HJBC and Road Sweeper/Handy Man have been issued
  - 5.2 To set a program of annual staff appraisal and to agree agenda content
6. Date and time of next meeting to be confirmed.

Join Zoom Meeting

<https://us02web.zoom.us/j/86711794126?pwd=STVPZHRObjF1Wkprb0k4VHY3UGZ2Zz09>

Meeting ID: 867 1179 4126

Password: 224428