



## Howden Town Council

Draft Minutes of the Meeting of the Personnel and Grievance Committee held on Tuesday September 2<sup>nd</sup> 2020 at 7:15 held via ZOOM conference call

Present: Cllrs D Patrick (Chair), C Thackray, R Drury.

Clerk: Sarah Hardcastle

**Min 81 Apologies**

81.1 Cllr R Blee.

**Min 82 Declarations of Interest**

82.1 No interests were declared.

82.2 No dispensations were requested/granted.

**Min 83 Minutes of the meeting held July 2<sup>nd</sup> 2020.**

83.1 The minutes were accepted as a true and correct record.

**Min 84 To discuss the possibility of the Council instigating a council-wide project to develop staff and systems.**

84.1 The Committee discussed the proposal of a new project "Project 20/20", to oversee the overall development of the council. This would be led by the Clerk/RFO with the support and oversight of the Personnel and Grievance Committee.

The key reference points were discussed and agreed;

- 1) To ensure the Clerk/RFO has the support and understanding of the Council.
- 2) To assist the Clerk/RFO's development of their role as Chief Executive.
- 3) To work together to develop the Council into a functioning status that is efficient, effective, transparent and legally compliant
- 4) To assist the Clerk and RFO in the role as head of paid service i.e. head of staff, in the development and recruitment of new staff as times change
- 5) To develop suitable systems in the Council to ensure legal and financial systems are in place to report confidently and effectively
- 6) To develop new and modern ways of working using IT systems e.g. the use of Microsoft 365 to have a robust, efficient and GDPR compliant set of systems for information management, retrieval, storage and dissemination.
- 7) To identify areas where external assistance may be required e.g. website, Health & Safety

84.2 The Committee agreed to accept the project proposal and recommend to Full Council to approve the implementation.

84.3 The Clerk reported that many of the items above had been identified and a start had been made on the above points. This included new monitoring and recording systems such as personnel folders for holidays/absence/sickness etc. and new systems to ensure all procedures are legal and compliant in the planning and implementation of meetings.

84.4 The Clerk reported successful completion of the ILCA qualification and the training had been extremely beneficial. It was discussed whether it would be beneficial for members to undertake the training. The Clerk was to investigate whether this could be facilitated along with costs and report back to the next meeting.

84.5 The Clerk reported that two SLCC training webinars for setting up a 'Clerk and Council' calendar had been subscribed to in the coming weeks. The committee ratified this and noted this was an important part of the new project as it would identify important tasks throughout the year and act as an activity schedule and checklist.

**Min 85**

**Date of next meeting**

Wednesday October 7<sup>th</sup> 2020.

The meeting closed at 8:30 pm