



Howden Town Council

Minutes of the Personnel and Grievance Committee meeting held Tuesday February 1st 2022 at 7.15pm at the Shire Hall.

Present: Councillor Patrick, Drury, Hart

Chair: Councillor Patrick

Clerk: S Hardcastle

2022-01-PG: Apologies for absence – to receive and accept.

Apologies were received from Councillor Blee. Accepted.

2022-02-PG: Declaration of Interest –

2022-02.1-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.

None

2022-02.2-PG For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None

2022-03-PG: Minutes of the meeting held Wednesday November 2nd 2021 – to agree and approve as a true record.

The minutes of the meeting held Wednesday November 2nd 2021 were approved as a true record.

2022-04-PG: CiLCA Progress. To receive an update from the Clerk and make any recommendations.

The Clerk reported she is making steady progress through the Learning Objectives and as of February 1st has access to the 'Emma' system with SLCC where candidates upload their work to be assessed. Candidates have 12 months to submit their first copy of essays and 15 months for resubmissions. The Clerk reported she finds the support from her YHRTP tutor and mentor group beneficial and helps with the huge time constraints and the large amount of work required.

2022-05-PG: Staff Appraisals. To receive a report from the Clerk.

The appraisal of the roadsweeper/handyman is due to take place week commencing February 7th 2022.

2022-06-PG: Town Centre/Events Officer Advert and Interviews. To confirm dates and process for shortlisting; interview dates and process; interview panel members and make any other recommendations.

Dates for shortlisting and interview were agreed as Wednesday February 3rd and Friday February 11th. Criteria for shortlisting and interview questions were agreed. Agreed a minimum



of two P&G members plus the Clerk to interview followed by a summoned Personnel and Grievance Committee meeting where a final decision on recruitment will take place.

2022-07-PG: Correspondence.

None

2022-08-PG: Date of Next Meeting: TBC.

The date of the next meeting was confirmed as Friday February 11th (time tbc)