



Howden Town Council

Draft Minutes of the Personnel and Grievance Committee meeting held Tuesday August 2nd 2022 at 7.45pm at Howden Town Council Offices, 17 Bridgegate, Howden, DN14 7AE.

Present: Councillors Hart, Drury, Blee

Chair: Councillor Drury

Clerk: S Hardcastle

2022-16-PG: Election of Chair.

Councillor Blee proposed Councillor Drury for the position of Chair. There were no other nominations and Councillor Drury accepted – Resolved.

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

Councillor Drury proposed Councillor Blee for the position of Vice-Chair. There were no other nominations and Councillor Blee accepted – Resolved.

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

Apologies were received and accepted from Councillors Casey and Patrick.

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.

None.

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

None.

2022-20-PG: Minutes of the meeting held Friday February 11th 2022 – to agree and approve as a true record.

The minutes of the meeting held Friday February 11th 2022 were agreed and approved as a true record.

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

The Clerk confirmed she had passed the CiLCA (Certificate in Local Council Administration) and received the confirmation on July 15th 2022. She confirmed despite it being extremely time consuming and at times very hard, she had found the studying and consequent qualification worthwhile and was a great step forward for both her and Council. Howden Town Council is now one of only 39 Councils in the whole of Yorkshire with a CiLCA qualified officer – out of more than 1,100 towns and parishes. The Council is now eligible to look at GPOC and Local Council awards in the future. Councillor Drury congratulated the Clerk on behalf of the Committee.



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.

Motion passed.

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

Agreed increase to Pay Scale as stated in the Clerk's contract for completion of CiLCA.

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.

Motion passed.

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

Agreed to update the Clerk's membership to SLCC to Principal member following completion of CiLCA.

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

Councillor Drury signed the contract. Resolved.

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

The Clerk noted staff appraisals would take place after staff summer breaks and would be reported back at a future meeting.

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

The meeting closed at 8pm.