



## Howden Town Council

Minutes of the Meeting of the Personnel and Grievance Committee held on Tuesday 2 July 2020 at 7:15 held via ZOOM conference call

Present: Councillors R Blee, C Thackray, R Drury, D Patrick (chair),

Apologies: H Roberts (Acting Clerk)

Clerk: Cllr D Patrick

**Min 73 Declaration of interest**

73.1 No interests were declared.

73.2 No dispensations were requested/granted.

**Min 74 Election of Chair**

74.1 Cllr Patrick was elected as chair

**Min 75 Election of Vice Chair**

75.1 Cllr Thackray was elected as Vice Chair

**Min 76 Minutes of the meeting held 26 May 2020**

76.1 The above minutes were accepted as a true record. All in favour

**Min 77 Resolution to exclude press and public due to the confidential nature of the agenda**

77.1 All in favour

**Min 78 Vacancy: Town Clerk and RFO**

78.1 To review the interviews; agree to offer the job to the successful candidate; and agree a salary package in order that an offer letter can be sent out to the successful candidate. After discussion it was agreed to offer the post on a 12 month probationary period and the offer was made at a level commensurate with experience and salary would increase on the obtaining of ILCA and CiLCA qualifications. The Town Council also pays an employers contribution of 6% into a private pension scheme.

78.2 That Cllr Patrick be authorised to sign the offer letter on behalf of the Council: Agreed

**Min 79 Resolution to re-allow the press and public**

79.1 Agreed

**Min 80 Additional comments**

80.1 It was agreed in general discussion that the P&G committee needs to meet to manage the transition of the Acting Clerk to new Clerk and oversee progression and work schedules. A more structured and managed progression would be beneficial to both oversight and the employee

80.2 ILCA. A short discussion was held on the value of members undertaking the qualification and it was agreed that this would be of use to members of P&G committee with the management of the clerk and possibly RAM. A consideration for the future

**Min 81 Date of next meeting**

To be confirmed

The meeting closed at 8:15 pm