**01/20**

**Notes of Skellingthorpe Parish Council Human Resources meeting informal notes held on Monday 3rd August 2020 at 11am in the Village Office, Lincoln Road, Skellingthorpe.**

**Present: Cllrs. Shaw (Chair), Bunnage, Fear (arrived later at 12.05)**

**Clerks: L. Skinner, M. Rouston**

1. **Apologies for Absence. To receive and accept apologies where reasons for absence has been given** **to the clerk prior to the meeting.** Cllr. Walshaw.
2. **To receive a verbal introduction report from the Committee Chair**. Chair reported on the legality of holding meetings at this present time due to Covid- 19. No official meeting can be held, but an informal gathering can be organised to iron out any issues that need to be addressed. Advice only can be given, no voting or resolving can be done now.
3. **To receive declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any written applications for dispensation in relation to disclosable pecuniary interest.** There were none.
4. **To approve notes from the HR Meeting of 24th September 2019 to be approved as the minutes of that meeting by those who were present.** As these were only notes at the informal meeting, only Cllrs. Shaw and Bunnage were present it was unofficial and not formally approved.
5. **Covid-19 update.** Clerks reported that all government guidelines had been adhered to and implemented as and when required. A cleaning station has been provided at the entry to the office for all visitors to use. The Clerks and Groundsman have continued to work throughout lockdown doing alternate days to self - isolate. As from 6th July both clerks were back to normal working hours. Before re-opening the play area and equipment, a covid-19 risk assessment was carried out and notices were put around various areas of the play area in accordance with government guidelines.
6. **Cemetery.** Clerks completed a risk assessment in June. Several comments have been received on how well the cemetery is looking. There had only been one burial in lockdown period and internment of ashes did not resume until last week in July.
7. **Email Update.** The new .gov.uk email has been installed, but unfortunately is proving somewhat difficult for Councillors to access. It was decided to leave this issue until a face to face meeting can be held, where all councillors can be in attendance for further training. **a. New Website training.** Clerks explained how the 2 hours zoom training went on 28th July. Unfortunately, it was not successful. The trainer had a foreign accent and both clerks found it hard to understand her. The procedure seems exceptionally long winded and not as easy to access as the present one. They were told they must transfer all the information on the old site across to the new site before the end of December 2020. Further training required.

 **Appraisals.** Reports were given on the three staff appraisals, all have now been completed and all proved to be satisfactorily. It was therefore recommended that all three staff should have a salary increment according to their contractual NCJ pay scales to conform with the NCJ conditions.

 Discussions ended 12.30pm

 Signature (Chair) ……………………………………………. Dated ……………………………