

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Thursday 9th September 2021 at 9.00am. Present: Cllrs Shaw (Chair) Bunnage, Samms. Also present as non-HR Members were Cllrs. Coyle-Fox, R. Thorn, J. Thorn
Clerks: L Skinner

To receive a verbal introduction from the Chair.

Chair welcomed all to the meeting and advised that some of the agenda items would be altered.

1. **Apologies for Absence.** To receive apologies where reasons for absence had been given to the clerk prior to the meeting:
Clerk M. Rouston - On Holiday.
2. **To receive any declarations under the Localism Act 2011** - None
3. **To approve the previous notes of the HR meeting of the 8th of April 2021.**
As only Cllr. Shaw and Cllr. Bunnage were present at that meeting, Cllr. Shaw proposed and Cllr. Bunnage seconded. All agreed that the notes to be accepted as a true record of that meeting.
4. **Resolution to consider excluding the public and press for the following items due to confidential nature of the business.** Chair asked for this item to be discussed after item 5.
5. **Review Council Policies, staffing and HR Committee:**
 - **Council Policies.** Chair asked for all Council Policies to be reviewed especially the HR Policy. This policy wants updating to make it clear and straight forward on all HR procedures. To work with other Councils like Waddington, Bardney and BBH to compare our policies. This aims to ensure we have a clear policy that everyone can understand. Chair asked that we should have an informal meeting to review all policies and bring them up to date as well.
 - **Staffing.**
Chair asked clerk if there was a need for a young trainee to come in on the Kick-Start Scheme. It was suggested that whilst the office would not need this, the groundsman Paul could do with help during the months of April and October, to assist him with the annual painting of the seats and fencing around the village, also other jobs that crop up during this period. Clerks and Councillors to go on-site to find out more about the kick start scheme.
 - **HR Committee members.**
Chair spoke the need for another Committee member plus one reserve. This was discussed and Cllr. Caroline Coyle-Fox put herself forward to be on the Committee and Cllr. Ron Thorn put himself forward to be a reserved member. These proposals will go to Full Council on Tuesday 28th September 2021 for approval.

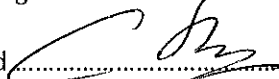
To approve into Closed Session in accordance with Bodies (Admission to Meeting) Act 1960.

4. 9.40am Chair asked non-Committee members to leave the meeting at this point and thanked them for their attendance today.

Date of Next Meeting for this Committee

It was agreed to meet on 25th November at 9.00am in the Parish Office.

Meeting closed at 10.45am

Signed  (Chair) Date 25/11/2021

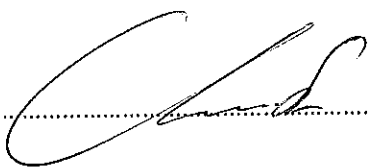
HR Meeting – Thursday 9th September 2021 at 9am in the Parish Office.

9.40am Non-Members of the HR Committee were asked to leave at this point.

Item 6. Correspondence received and Actions taken.

Chair and Vice-Chair spoke about correspondence received to them by previous Chair and Vice-Chair with a grievance about a member of staff. Chair explained that he had met with both parties involved in this issue and a second meeting which also included the Vice-Chair of HR Committee Cllr. Maureen Bunnage. Discussions took place on which the relevant enquiries and interviews had taken place and it was agreed no further action was necessary and that the complaint was not upheld.

Meeting ended at 10.45am

Signed..........Chair

Date..... 25 / 11 / 2021