

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Thursday 25<sup>th</sup> November 2021 at 9.00am. Present: Cllrs Shaw (Chair) C Coyle-Fox (Vice) Bunnage, Samms, R. Thorn.

Clerks: L Skinner M Rouston

Chair welcomed all to the meeting

1. **Apologies for Absence. To receive apologies where reasons for absence had been given to the clerk prior to the meeting: None**
2. **To receive any declarations under the Localism Act 2011 - None**
3. **To approve the previous notes of the HR meeting of the 9<sup>th</sup> September 2021.**  
Cllr. Shaw proposed and Cllr. Samms seconded. All agreed in favour as a true record.
4. **Review Council Policies, staffing and HR Committee:**
  - a) **To set a working timetable for reviews** Chair advised Appraisal to be completed in February 2022
  - b) **Council Policies.** Chair asked if Councillors and Clerks would take on review varying policies to spread the load. He suggested that himself and Carolyn Coyle-Fox would take on the HR policy. Discussions took place on the following policies:
    - Press and Media** This had not been reviewed since 2015 and he suggested some wording to be changed and re-typed
    - Data Protection** it was requested that Cllr Wormleighton and Cllr R Thorn to look at this together.
    - Information and Communication Policy** Title always to be spoken in full. Internet and Social Media connected, so Cllr Wormleighton and Cllr R Thorn to again look at this.
    - CCTV Policy** It was felt that as Cllr Wormleighton was our CCTV manager that he should look at this along with Cllr R Thorn. It was felt that training needed to be given to ensure there was cover should Cllr Wormleighton be away either on holiday or sickness.
    - Freedom of Information** this is not a true policy just notes Clerks to check to see if compatible with the Information Communication site and retype if necessary.
    - Unacceptable Behaviour by Customers** again this is not a policy. Clerks to retype and place a copy in Foyer of Office.
    - Dignity at Work** Cllr Shaw will be looking at this policy
    - Health and Safety at Work** Clerks were asked to request a copy of Waddington and Bardney Parish Council to compare and check on the Health and Safety Internet site and retype where necessary.
    - HR Terms of Reference.** Clerks were asked for all HR Committee members to have a copy emailed to them.
5. **Councillor Communication and Social Media/E.Mails**  
It was reiterated that any Council Business should not be mentioned on Social Media by any Councillor. Council has a Facebook account used to inform residents on events etc. Discussion followed on the current set up, and it was felt that the current one needed to be shut down and restarted using the Office Computers only. Cllr R and J Thorn to assist clerks with this matter. Cllr Shaw brought up the subject of Skellingthorpe.gov which needs to be used, and he resolved that this needs to be sorted new year 2022. Cllr Shaw and Cllr R Thorn to work on this matter.

**6. Resolve to move into Closed Session**

Being no residents or members of the press at the meeting this was not required.

a) Staffing Matters and reviews

Dates to be set for February 2022 to complete Appraisals. Development required to ensure everything runs smoothly in future. To be discussed further.

**Date of Next Meeting for this Committee**

It was agreed to meet on 17<sup>th</sup> March 2022 at 9.00am in the Parish Office.

Meeting closed at 10.45am

Signed ..... (Chair) Date ..... 21 / April / 2022