

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Thursday 21st April 2022 at 9.00am. Present: Cllrs Shaw (Chair) C Coyle-Fox (Vice), 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 25th November 2021.**
Cllrs Coyle Fox and Cllr Thorn proposed and seconded that the notes were a true record of the meeting. All in favour.
4. **Review Council Policies**
 - a) **Onward work February to September 2022**
Chair went through Policies with some slight word alterations, including Press and Media Policy.
Cllr Wormleighton and Thorn to re-look at the CCTV policy when possible.
Cllr Thorn advised he had looked at **Information and Communication Policy** and felt there was no need for any change.
Health and Safety at work Policy is ongoing with Clerks to photocopy the Health and Safety notice for a further copy for the Café. Clerks to speak to Waddington PC, about a copy of their policy details.
Clerks to Complete
Freedom of Information this has to be followed in the correct manner with the necessary time frames.
Dignity at Work is ongoing
 - b) **Implementation**
Discussion on Complaints procedure and how this should be followed in the correct manner. Complaints needs to be resolved by the RFO/Clerk and Chair of the Council, if it is not resolved then the complaint is to be discussed by Full Council at the next relevant meeting, in Part B. No individual can insist that their complaint letter has to be sent to all councillors at the onset.
5. Discussion on Skellingthorpe.gov.uk and emails, which needs to be completed with an implemented target date of late June 2022.
6. **Staffing Matters**

Performance Review
Staff Annual reviews had been completed satisfactorily. Chair advised that the pay scales are ongoing and as long as the Appraisals are satisfactory the implementation of the required pay scale will be done automatically without Full Council approval. The Chair explained the procedure.

Staffing Matters
Chair had nothing to discuss on this matter and asked Clerks if they wished to speak, Clerks stated they needed more assistance from Councillors when proposing and voting at Full Council for actions to take place, they explained that with taking over the administration

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of the Community Centre their workload has been very much increased, and more assistance on getting quotes etc for Council work would be very much appreciated. It was agreed to bring this to Full Council for all Councillors to debate on this.

Date of Next Meeting for this Committee

It was agreed to meet on the 15th September 2022 at 9.00am in the Parish Office.

Meeting closed at 10.25am

Signed *C. Holman* *Vicar/Chair*
(Chair) Date *5/9/22*