

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Monday 20th February 2023 at 10am in the Parish Office. Present: Cllrs Shaw (Chair) C Coyle-Fox (Vice), J Crockatt

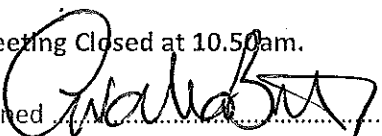
Clerks: L Skinner M Rouston

Chair welcomed all to the meeting and said this was the formal meeting of the HR as the meeting held last Monday which should have taken place was classed as an informal meeting.

1. **Apologies for Absence.** To receive apologies where reasons for absence had been given to the clerk prior to the meeting: Cllrs. R & J Thorn
2. To receive any declarations under the Localism Act 2011 - None
3. To approve the previous notes of the HR meeting of the 31st November 2022.
Chair went through the minutes and asked if there were any matters arising from all who attended. Chair spoke about the importance of this meeting and what is said should remain private. Anything discussed or mentioned in the meeting should not be discussed or mentioned outside of the meeting unless it was needed to go to full council for approval. The notes were agreed these were a true record.
4. **Review Council Policies.**
Not all policies need renewing, but an annual review with any amendments made. CCTV and GDPR have been reviewed and amended as a lot of time has been spent on these policies. Chair said policies should be made simple as possible on one sheet of A4. HR will review all policies to ensure good working practice, including the CCTV and GDPR policies.
5. **Councillor Communication policy and emails.**
Email to Skellingthorpe Parish Council.gov.uk domain supplied by HCI. Chair asked if we have got any further with this. Clerk said they had sent him a code number to contact them but the code had run out of time. A discussion on the importance of this domain is to ensure our emails are secure in the future. Further investigation into this will be made.
6. Appraisals. Clerk had printed off the Acas Appraisal Forms that will be used in future. Chair will do Clerks appraisal very shortly and Clerk will do the two other staff using these forms.
7. Chair asked if there was any other business that needed discussion. Clerk spoke about the extra work that the office was getting to do with the Community Centre Administration, and they haven't always got time to research any items that the councillors suggest. Clerks asked if a Councillors suggests something can they do their own research and bring the initial information to the office for the clerks to act. A discussion on this took place.
8. Next meeting on Monday 12th June 2023 at 10am.

To resolve to go into Closed Session in accordance with the Local Government Act: to deal with further staffing issues. Not needed this time.

Meeting Closed at 10.50am.

Signed  (Chair) Date 12/6/23