

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Monday 12th June 2023 at 10am in the Parish Office. Present: Cllr Bright (Chair) C Coyle-Fox , Fear, Walshaw

Clerks: L Skinner M Rouston

1. **Apologies for Absence.** To receive apologies where reasons for absence had been given to the clerk prior to the meeting: Cllr Shaw and Cllr Sawyer

2. To receive any declarations under the Localism Act 2011 - None

3. To approve the previous notes of the HR meeting of the 20th February 2023.

Caroline Coyle-Fox was the only councillor present today who was at the 20th February meeting, and she confirmed the minutes were accurate and happy to agree these. She was also asked by the chair if there were any matters arising from these minutes, there was no matters, and the minutes were approved and signed.

4. **Council Policy review proposal and actions**

Graham Bright advised that this was continuous work from previous council. The following policies were to be looked at by Councillors to report back at the next HR meeting to go to full council to approve any changes.

Cllr Bright	Dignity at Work
Cllr Walshaw	Committee terms of reference
Cllr Fear	Equal opportunities
Cllr Coyle-Fox	Press and Media

Cllr Walshaw spoke about Policies and looking at NKDC or LALC website to use their policies as a template. Council has adopted the NKDC new Code of Conduct which replaced the Bullying and Harassment Policy. It was agreed that these would be discussed at the next HR Meeting. It was agreed that Lynda would look at Data Protection Policy to see if in date.

There then followed a discussion on staffing for future when Clerks would possibly take retirement.

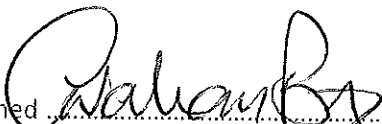
5. **Appraisal update:** This had been delayed due to a busy month of May with elections and staff holidays. Chair to complete Lynda's 13th June, then Clerk and groundsman will be completed after this. Terms of Employment will be looked at by HR Chair.

6. **Office Audit.** This had been recently received by the Internal Auditor with no issues found. HR Chair asked for a copy to be emailed to him.

7. **Any other matters**

Councillor Walshaw referred back to Item 5 of the previous minutes and spoke about work that was proposed by Cllr Shaw for "Skellingthorpe.gov. emails system. This had started a long time ago, but had not been completed. Cllr Bright advised he would look into the matter and bring back to the next meeting.

To resolve to go into Closed Session in accordance with the Local Government Act to deal with staffing issues – Not required at this time. Next HR Meeting to be held on the 18th September 2023 at 10.00am in the Parish Office.

Signed  (Chair) Date 2/10/23