

03/23

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Monday 2nd October 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 (could be late) and Cllr Sawyer Holiday

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

3. **To approve the previous notes of the HR meeting of the 12th June 2023.**

Proposed and Seconded with All in Favour

Motion Passed

4. **Matters arising** To be discussed as going through Agenda

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

Cllr Bright Had looked at Dignity at Work policy and re-wrote to a set format, gave all a copy and it was agreed that the format with headers and footers and a review date to be used.

Cllr Walshaw Terms of reference again re-written given to Chair to be set out in same format.

Cllr Fear Equal opportunities as above given to Chair.

Cllr Coyle-Fox Press and Media as above given to Chair

These will all be set up in the required format, and then sent to Clerks.

Further policies were then given to each member to review as follows:

Cllr Bright Disciplinary Policy

Cllr Walshaw Terms of Reference

Cllr Fear Complaints Procedure

Cllr Cole-Fox Internet and Social Media


6. **Using .Gov email** for future instead of personal emails. Handout on this was given to all. This had been investigated in past but had not proceeded. Lynda gave an outline. It was agreed for Cllr Bright to look into this and report back to next meeting. Possibly to use same system as NKDC All in agreement.

7. **Job Specifications and Meeting with Chair.** One to one with staff to go through Job Specifications. Lynda already has hers done Dates arranged for P Gleadle and M Rouston.

8. **Any Other Matters**

Discussion of Cllr R Johnston email regarding Community Centre constitution. Cllr Coyle-Fox to reply direct.

Next HR Meeting to be held on the 4th December 2023 at 10.00am in the Parish Office.

Signed  (Chair) Date 29/12/24