



Tockwith with Wilstrop Parish Council

www.tockwith.gov.uk

Clerk email: parish.clerk@tockwith.gov.uk

Minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council (TWWPC) Human Resources Committee held at 6pm on Monday 10 October 2022 at Tockwith Village Hall, Marston Road, Tockwith, York YO26 7PR.

Present: Councillor Sue Corbett, Councillor Simon Blake, Councillor Sarah Pearce, Councillor Graeme McBride, Councillor Ray Clark.

In attendance: None.

Due to the confidential nature of the business to be discussed at this meeting, the press and public were excluded by virtue of Public (Admission to Meetings) Act 1960.

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| 8. | <u>Apologies:</u> |
| 1. | To note any apologies received |
| | None. |
| 2. | To approve any reasons for absence submitted for consideration |
| | None. |
| 9. | <u>To Note any Declarations of Interest:</u> |
| 1. | To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting |
| | None. |
| 2. | To approve any dispensation requests received |
| | None. |
| 10. | <u>Clerk's Probationary Review</u> |
| | The HR Committee were very satisfied with the Clerk's performance and the way she had settled into her role. The level of input into meetings is appropriate and her help and support for the council is appreciated. Her knowledge of all areas is good and her advice targeted. The clerk had worked over her contracted hours during the first 6 months of her employment and it was agreed that Cllr Corbett would discuss this with the Clerk to see if any support could be offered. |
| | RESOLVED: The HR Committee agreed that the Clerk had completed her 3-month probation satisfactorily. |
| 11. | <u>Staff Handbook</u> |
| 1. | To review the content of the staff handbook and consider any changes. |
| | It was considered that the staff handbook would need to be reviewed and TWWPC's existing policies brought into line with the handbook. Cllr Clark said he would contract the YLCA and find |

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| | out how often policies need to be reviewed and make suggestions for change. The HR committee would then meet again to ratify any changes before the handbook is presented to a full PC meeting. |
| | RESOLVED: That the Committee progress changes to the Staff handbook and, rather than re-write will look for a templated version from YCLA to re-use/adapt. |
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| 12. | <u>Next Meeting:</u> |
| | To confirm the date, time and venue of the next ordinary meeting of Tockwith with Wilstrop Parish Council Human Resources Committee. |
| | RESOLVED: That the next HR Committee Meeting be held at 6pm on Wednesday 18 th January 2023. |
| There being no further business the Chairman declared the meeting closed at 19:00 hours. | |