



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 23 January 2023 at Tockwith Village Hall, Marston Road, Tockwith, York YO26 7PR.

To be approved at the Ordinary Meeting of TWWPC to be held 27/02/2023.

Present: Cllr Sue Corbett, Cllr Simon Blake, Cllr Graeme McBride.

Apologies: Cllr Sarah Pearce, Cllr Ray Clark.

In attendance: Deborah Marshall, Clerk to the Parish Council.

There were no members of the public in attendance.

DRAFT MINUTES

13. Apologies:

1. To note any apologies received

RESOLVED: That apologies received from Cllrs Pearce and Clark be accepted

2. To approve any reasons for absence submitted for consideration

RESOLVED: That the reasons for absence submitted by Cllrs Pearce and Clark be approved.

14 . To Note any Declarations of Interest:

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 received.

2. To approve any dispensation requests received

None.

15. Staff Handbook

1. To review the content of the staff handbook and associated policies and consider any changes.

A draft handbook was circulated containing the following policies derived from NALC and the YLCA: Dignity at work, Grievance, Disciplinary, Annual Leave, Sickness Absence, Emergency/Dependents Leave, Training & Development, Whistleblowing, Expenses, Equal Opportunities, Clerk's Job description and contract of employment, Staff Appraisal Form.

It was recommended that the Clerk's Job description and Contract of Employment and the Staff Appraisal Form be kept separate from the handbook. A minor wording change was recommended for the appraisal document.

RESOLVED: That the Clerk's Job description and Contract of Employment and the Staff Appraisal Form be removed from the handbook and the handbook approved. That the Clerk's Job description and Contract of Employment and the edited Staff Appraisal Form be approved as separate documents.

16. Next Meeting:

1. To confirm the date, time and venue of the next ordinary meeting of Tockwith with Wilstrop Parish Council Human Resources Committee.

RESOLVED: The next meeting of the HR Committee will be on Monday 22nd May 2023.

With no further business, the Chairman declared the meeting closed at 18:23