**Cawood Parish Council Meeting – “in Camera”**

**Held virtually on Wednesday 15th April 2020**

**following the main Parish Council meeting**

Present Cllr Dennon (Chairman), Cllr Wharmby (Vice Chairman), Cllr Shepherd, Cllr Cowling, Cllr Hepworth, Cllr Lloyd, Cllr Dickinson, Cllr Ward and Cllr Luker

The Clerk was requested to leave the meeting and Cllr Shepherd took the minutes thereafter.

There were no apologies for absence.

15 Employment matters

15.1 Resolved to exclude members of the press and public due to the nature of the business to be transacted in the rest of the meeting by virtue of the Public Bodies (Admissions to Meetings) Act, 1960.

15.2 Cllr Cowling confirmed the Clerk’s annual appraisal had taken place on 27 February 2020.

15.3 Cllr Wharmby confirmed the Handyman’s annual appraisal had taken place on 10 March 2020.

15.4 It was ratified to accept the Staffing Committee’s decision that both the Clerk and Handyman move up one point on their incremental payscales following their annual appraisals. However, as the 2020/2021 payscales have not yet been determined it was ratified to back date their increments to 1 April 2020 when the updated payscales are known. It was ratified that Cllr Cowling would advise the Clerk and Cllr Wharmby would advise the Handyman.

Cllr Wharmby confirmed following the Handyman’s appraisal he was willing to undertake any training the Parish Council felt necessary. Discussion regarding the Handyman undertaking a mole control course is to be added to the Parish Council agenda taking place in 4 weeks time – **Action Clerk**

Cllr Wharmby confirmed during the Handyman’s appraisal clarity had been requested regarding his pro rata annual leave entitlement. It was ratified to ask Autela, after having supplied them with a copy of his contract of employment – **Action Cllr Cowling**

15.5 It was ratified to adopt the Bullying and Harassment Policy.

It was ratified to adopt the IT policy once the Clerk’s email address and IT provision had been clarified. The Clerk will then be required to sign it and a signed copy retained – **Action Cllr Cowling**

It was confirmed the statutory employment policies (where 5 or less employees are employed) have been adopted by Cawood Parish Council.

It was ratified additional policies suggested by WRU on 6 February 2010 will be held in abeyance for the current employees, but the NALC policy templates and guidance would be adopted in an advisory capacity when the need arose to appropriately manage situations.

15.6 The meeting minutes of the Staffing Committee held on 2 March 2020 were discussed.

Cllr Hepworth advised the minutes were incorrect and should have read “the Staffing Committee proposes that if the Clerk has paid for an item or service….” rather than “..item of service..”

It was clarified by the Staffing Committee that if any Councilor had a concern regarding the clerk’s expenses they should in the first instance, email a member of the Staffing Committee rather than “approach” them.

It was ratified that Councilors should check the minutes following each Parish Council Meeting once they have been emailed by the Clerk and that any suggested amendments / additions should be emailed to the Clerk and all Councilors. Assuming there are no objections to the amendments / additions emailed by other Councilors, the amendments / additions will be made at the agenda meeting the week before the following Parish Council meeting so the minutes can be presented for approval as a true and correct record by the Chairman. If any amendments / additions are not resolved by email before the agenda meeting then they will be discussed at the next Parish Council meeting.

15.7 Employment webinar held on 23 March 2020 – presentation slides to be emailed to Cllr Dennon so they can be put on the Councilors’ area of the Parish Council website – **action Cllr Hepworth**

15.8 Date of next Staffing Committee to be arranged and advised – **action Staffing Committee**

15.9 Additional information sheet for Councilors in case of an emergency to be emailed to all Councilors by Cllr Dennon to add any additional items and contact information – **action All**

Dates of next meetings - 29 April and 13 May 2020 (may be subject to change)

The meeting closed at 9.15pm