



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Monday 21st August 2023 at 14:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: M Murfet, R Stevens, T Wiltshire & P Howden Clerk: Jan Hearsey		
Public including Councillors			

Chair Cllr Mark Murfet opened the meeting at 15:11

HR- 2023/4 - 031 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

None

HR- 2023/4- 032 Declarations of interest.

- a) To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

None

HR-2023/4- 033 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 17th July 2023 and to authorise the Chair to sign the official minutes.

HR-2023/4-034 Term of Reference

- a) Following receipt of two members requests to the Clerk to suspend Standing Orders, it was **resolved** to agree to commence a review of the committees Terms of Reference

It was resolved to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted



Open meeting closed at 14:13

Closed meeting opened at 14:14

HR-2023/4-035 Recruitment

- a) It was **resolved** to agree the four candidates to interview for the Deputy Clerk vacancy.
- b) It was **resolved** to agree who to interview for the apprenticeship
- c) To resolve to agree staffing issues – none outstanding

HR-2023/4-036 Staffing matters

- a) To receive an update regarding an ongoing staffing matter following advice and resolve to agree to recommend to Council the next step.- no update
- b) It was discussed and **resolved** to agree the contractual sick pay as to remain the same
- c) To receive an update on HR services – New HR support company had sent through documents
- d) It was **resolved** to agree to purchase the sickness and holiday app in that we take a 14 day free trial of Breath and if suitable purchase for £212 per annum
- e) To receive an update on the contact with the Monitoring Officer – Confidential

Meeting closed at 15:37

Signed Chair.....Date.....