



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on 5th June 2023 at 17:00 at Coubro Chambers, 11 West End, Holbeach

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

Chair Cllr M Murfet open the meeting at 17:03

HR- 2023/4 - 010 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- 011 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- 012 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 22nd May 2023 and to authorise the Chair to sign the official minutes.

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 17:06 – Clerk Jan Hearsey left the meeting

Closed meeting opened at 17:07

HR-2023/4-013 Recruitment

- a) An update on recruitment of Open Spaces staff and it was **resolved** to agree the way forward, a new member had been recruited subject to references at full council
- b) It was **resolved** to agree to advertise the position of Deputy Clerk and agree the hours (21 per week), salary scale point, and closing date (04-07-23). The interview panel will be Cllrs: M Murfet; P Howden & R Stevens & the Clerk
- c) It was discussed and **resolved** to agree an apprenticeship role, Clerk to contact UAH, closing date 31-07-23, position for 5 days a week.

HR-2023/4-014 Staff attendance management app

- a) It was **resolved** to agree that Cllr R Stevens would look into app required and defer the decision to July **Full Council**

HR-2023/4-015 Staffing matters

- a) An update was received on an ongoing staffing matter, and it was **resolved** to agree the next step in that the Committee follows advice of all its legal advisors.
- b) An update was received on a further development of a staffing matter in that no further action is to be taken.
- c) An update of an additional staffing matter was received, and it was **resolved** to agree the next step

Meeting closed at 18:46

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