



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Monday 22nd January 2024 at 15:00 at Coubro Chambers, 11 West End, Holbeach

| | In attendance | Apologies given | Non Attendance |
|-------------------------------------|---|-----------------|----------------|
| Holbeach Parish Council, | Cllrs: R Flood T Wiltshire & R Stevens Clerk: Jan Hearsey | | |
| Public including Councillors | | | |

Chair Cllr R Flood opened the meeting at 15:10

HR- 2023/4 - 066 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- 067 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- 068 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 29th December 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 15:11

Closed meeting opened at 15:11

HR-2023/4-069 Appraisals

- a) It was **resolved** to agree the dates, format, and representatives for appraisals.



HR-2023/4-070 Training

- a) It was **resolved** to agree the office training programme.
- b) It was **resolved** to agree office training courses.
- c) It was **resolved** to agree Open Spaces team training courses.

HR-2023/4-071 Policies

- a) The Employee Handbook was reviewed and it was **resolved** to agree to recommend to Full Council and to include a modern day slavery policy
- b) The new draft NALC contract was **resolved** to defer to the next committee meeting.

HR-2023/4-072 Staffing matters

- a) It was **resolved** to agree holiday carryover of a maximum of 5 days.
- b) A report was received and it was **resolved** to agree a way forward with insurance in that Cllr R Stevens would investigate prices and the Clerk would speak with our HR advisors.
- c) It was **resolved** to agree the reporting of incidents procedure.

Meeting closed at 16:47

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