



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Thursday 15<sup>th</sup> February 2024 at 14:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
<b>Holbeach Parish Council,</b>	Cllrs: R Flood T Wiltshire & P Howden  Clerk: Jan Hearsey		
<b>Public including Councillors</b>			

*Chair Cllr R Flood opened the meeting at 14:00*

**HR- 2023/4 - 073 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- 074 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- 075 Minutes**

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 22<sup>nd</sup> January 2024 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 14:02*

*Closed meeting opened at 14:02*

**HR-2023/4-076 Probation period**

- a) It was **resolved** to agree the end of probation period for a staff member
- b) It was **resolved** not to agree the end of probation period for a second member of staff



- c) It was **resolved** to agree the end of probation period for a third member of staff

**HR-2023/4-077 Working hours**

- a) It was **resolved** to agree the office opening hours and working hours and to recommend any changes to Full Council as Office opening hours Monday, Wednesday and Thursday open to the public and Councillors between 10:00 & 15:00 only, unless by appointment. Office staff to have flexible working hours on a Tuesday.

**HR-2023/4-078 Policies**

- a) The Health and safety policy was reviewed and it was **resolved** to agree to recommend to Full Council
- b) The Recruitment & selection policy was reviewed and it was **resolved** to agree to recommend to Full Council
- c) It was resolved to agree to defer the Reference policy
- d) The Appraisal system policy was reviewed and it was **resolved** to agree to recommend to Full Council
- e) The Capability procedure policy was reviewed and it was **resolved** to agree to recommend to Full Council, subject to the Clerk checking the two examples were identical.
- f) The Protocol on Councillor/Officer relationships policy was reviewed and it was **resolved** to agree to recommend to Full Council
- g) The Flexible working time requests policy was reviewed and it was **resolved** to agree to recommend to Full Council

*Meeting Closed at 15:54*

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