

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

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

Chair Cllr R Flood opened the meeting at 11:05

HR- 2023/4 - 094 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- 095 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- 096 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 22nd March 2024 and to authorise the Chair to sign the official minutes.

HR-2023/4-097 TOR

- a) It was **resolved** to agree the Terms of Reference for the Committee and to recommend to Full Council

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 11:14

Closed meeting opened at 11:14



HR-2023/4-098 Staffing matters

- a) An update was received. It was **resolved** to agree the way forward with a staffing matter in that the Clerk and Chair of the committee will carry out an appraisal in July and that our HR advisors will draw u a letter confirming all aspects.

Clerk Jan Hearsey left the meeting at 11:36

HR-2023/4-099 Data Protection

- a) It was **resolved** to agree the outcome of the internal review
Clerk Jan Hearsey returned to the meeting at 11:39
- b) It was resolved to agree the outcome of a Data Protection complaint in that a panel consisting of Cllrs: Tim Wiltshire; Rick Stevens and Sam Bailey carry out an investigation and invite the subject member. Write to the complainant and keep them updated. Due to the time scales, this committee gives autonomy to the panel to make the decision.
- c) It was **resolved** to agree the way forward with a new Data Protection complaint to go back to the ICO and explain the Police involvement.

Meeting closed at 12:16

Signed Chair.....Chair.....