

Minutes of the meeting of the HR, H&S, and Data Protection Committee on 21st July 2022 at 17:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: Rick Stevens, Sophie Hutchinson & Peter Howden		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 17:00

HR-2022/3-001 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-2022/3-002 Declarations of interest. 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 Received.

HR-2022/3-003 It was resolved to approve as a correct record the notes of the meetings of the Council held on 5th May 2022 and to authorise the Chair to sign the official minutes.

2022/3-004 To resolve to agree a way forward with staff timesheets.

It was **resolved** to stop using staff timesheets and for member so staff to inform the Clerk and/or HR committee in advance of their hours changing.

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 for agenda items 2022/3-005, 006.

Open meeting closed at 17:06

Closed meeting opened at 17:07

2022/3-005 To resolve to agree the employee probation appraisals

It was resolved to pass both employees from their probation period from the 1st August.

2022/3-006 To discuss and resolve to agree a way forward with a staffing matter(s)

It was **resolved** to recommend to Full Council option 8.

Meeting closed at 17:38

Signed Chair Date

Chair's initials

Minutes of the meeting of the HR, H&S, and Data Protection Committee on 27th July 2022 at 11:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: Rick Stevens, Sophie Hutchinson & Peter Howden		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 11:00

HR-2022/3-007 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-2022/3-008 Declarations of interest. 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 Received.

HR-2022/3-009 It was resolved to approve as a correct record the notes of the meetings of the Council held on 21st July 2022 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 11:02

Closed meeting opened at 11:03

2022/3-010 To discuss and resolve to agree a way forward with a staffing matter(s)

It was **resolved** to agree a way forward with a staffing matter.

Meeting closed at 11:41

Signed Chair Date



Minutes of the meeting of the HR, H&S, and Data Protection Committee on 24th August 2022 at 12:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: S Hutchinson, R Stevens, P Howden		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 12:00

HR-2022/3-011 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-2022/3-012 Declarations of interest. 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 Received.

HR-2022/3-013 It was resolved to approve as a correct record the notes of the meetings of the Council held on 27th July 2022 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 12:03

Closed meeting opened at 12:04

2022/3-014 To discuss and resolve to agree a way forward with a staffing matter(s)

It was **resolved** to agree a way forward with a staffing matter.

It was **resolved** to recommend to Full Council to increase the Assistant Clerks working hours from 21hrs per week to 28hrs.

Meeting closed at 12:37

Signed Chair Date

Minutes of the meeting of the HR, H&S, and Data Protection Committee on 26th September 2022 at 10:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: S Hutchinson, R Stevens, P Howden		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 10:00

HR-2022/3-019 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-2022/3-020 Declarations of interest. 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 Received.

HR-2022/3-021 To resolved to approve as a correct record the notes of the meetings of the Council held on 12th September 2022 and to authorise the Chair to sign the official minutes.

It was **proposed seconded and agreed** to amend the agenda item.

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 12th September 2022 and 24th August 2022 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 10:02

Closed meeting opened at 10:03

2022/3-022 To discuss and resolve to agree the next steps with the staffing matter(s)

It was **resolved** to appoint a sub committee to deal with the staffing mater.

Meeting closed at 10:24

Signed Chair Date



Minutes of the meeting of the HR, H&S, and Data Protection Committee on 18th October 2022 at 14:30 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: S Hutchinson, R Stevens, P Howden		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 14:30

HR-2022/3-023 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-2022/3-024 Declarations of interest. 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 Received.

HR-2022/3-025 To resolved to approve as a correct record the notes of the meetings of the Council held on 12th September 2022 and to authorise the Chair to sign the official minutes.

It was **resolved** to defer item to the next meeting.

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 14:33

Closed meeting opened at 14:34

2022/3-026 Man down Devices

- a) It was discussed and **resolved** to agree to return the Man Down Devices and reclaim the money spent.

2022/3-027 Budgets

- a) It was discussed and **resolved** to recommend to the Finance committee the provisional draft budget for Admin & HR, H&S and Data Protection as £33,440.00 and £156,489.51 respectively.

2022/3-028 Staffing matters

- a) It was **resolved** to agree the outcome to a staffing matter

b) It was discussed and **resolved** to agree the way forward with a staffing matter

Meeting closed at 15:54

Signed Chair Date



Minutes of the meeting of the HR, H&S, and Data Protection Committee on 1st November 2022 at 14:30 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: S Hutchinson, R Stevens, P Howden		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 14:30

HR-2022/3-029 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-2022/3-030 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 Received.**

HR-2022/3-031 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 26th September 2022 and 18th October 2022 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 14:31

Closed meeting opened at 14:31

2022/3-032 Staffing matters

- a) It was **resolved** to agree the outcome to a staffing issue
- b) It was **resolved** to agree to set up a sub-committee to address a new staffing matter
- c) It was discussed and **resolved** to agree the way forward with the rules regarding TOIL namely that moving forward TOIL must be used by all members of staff withing a 2-month period after it is added.

Meeting closed at 14:33

Signed Chair Date

Minutes of the meeting of the HR, H&S, and Data Protection Committee on 22nd December 2022 at 10:30 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: S Hutchinson, R Stevens, P Howden, M Murfet		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 10:35

HR-2022/3-33 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-2022/3-034 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 Received.**

HR-2022/3-035 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 1st November 2022 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 10:36

Closed meeting opened at 10:36

2022/3-036 Staffing matters

- a) It was **resolved** to agree the outcome to a staffing issue
- b) It was **resolved** to agree the outcome of another staffing issue
- c) A report was received from Cllr S Hutchinson on staff appraisals, and it was **resolved** to agree the appraisals that had been completed so far, and to amend the appraisal form at the next meeting.

Meeting closed at 12:33

Signed Chair Date

Minutes of the meeting of the HR, H&S, and Data Protection Committee on 20th April 2023 at 14:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: S Hutchinson, R Flood, P Howden	Cllrs: R Stevens, C Turner	
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 14:00

2022/3-048 Apologies for absence

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

Apologies were received and noted from Cllrs Clive Turner and Rick Stevens

2022/3-049 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 received.**

2022/3-050 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 24th January 2023 and to authorise the Chair to sign the official minutes.

2022/3-051 Appraisals

- a) It was **resolved** to agree the dates and format of the employee appraisals – the dates were set for the weeks commencing 8th and 15th May and the format will remain the same but be reviewed ready for the October appraisals.

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 14:21

Closed meeting opened at 14:22

2022/3-052 Staffing matters

- a) To discuss and resolve to agree way forwards with HR matters – an update was given on an ongoing staffing matter.

- b) It was **resolved** to agree the candidates to invite for interview, and the interview format – There will be an 1st interview conducted by Cllrs P Howden, R Flood and S Hutchinson, the questions will be given to candidates before the interview. Candidates will then be shortlisted for a 2nd interview which will involve practical elements, and candidates will be introduced to other members of the team.
- c) It was **resolved** to agree the outcome of a staffing matter.
- d) It was **resolved** to agree the outcome of a different staffing matter.
- e) It was **resolved** to agree the next steps in a staffing matter.
- f) It was **resolved** to agree to appoint a subcommittee to deal with an ongoing staffing matter.

2022/3-052 Policies

- a) It was **resolved** to recommend to Full Council the Training and Development Policy with the following amendments:
 - i. All training guidelines be amended to within 6 months.
 - ii. Clause added to require all documents from training courses to be added to the Full Council shared drive.
 - iii. Clause removed to not require councillor to undertake induction training to be appointed to a committee.
 - iv. Clause added that councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs.
 - v. Amendment that training needs will be reviewed annually not biannually.
- b) It was **resolved** to recommend to Full Council the review of the HR, H & S and Data Protection Committee policies with the following amendments:
 - i. Abusive, persistent, or vexatious complaints policy – PR & IT Committee changed to HR, H & S and Data Protection Committee
 - ii. Policy on handling Freedom of Information requests – no amendments
 - iii. Public complaints & concerns procedure - no amendments
 - iv. Data breach procedure - no amendments
 - v. Data protection policy - no amendments
 - vi. General privacy notice - no amendments
 - vii. Subject access request procedure and template letter - no amendments
 - viii. Employee handbook
 - Pg6 Time Sheets: change to ' You may be required to complete'.
 - Pg6 Holidays: change Bright HR to Leave Dates
 - Pg13 Procurement: update thresholds
 - Pg22 Technology: remove 'Phones should be kept with your personal belongings and not on your person.'
 - Pg22 Technology: remove 'without a hands-free set.'
 - Pg35 Whistleblowing: add in possible relevant bodies.
 - ix. Health & safety policy - no amendments
 - x. 48 hour opt out- no amendments



- xi. Deductions from pay agreement. - no amendments
- xii. Pool vehicle rules - remove 'without a hands-free set.'

Meeting closed at 16:09

Signed Chair Date

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