



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Wednesday 24th 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 11:01

HR- 2023/4 – 100 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- 101 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- 102 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 15th April 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 11:04

Closed meeting opened at 11:04

Clerk Jan Hearsey left the room and Deputy Clerk took the minutes

HR-2023/4-103 Data Protection



- a) The information and documents were reviewed and it was to **resolved** to agree the outcome of the internal review in that the Deputy Clerk would respond to the ICO and the complainant and this information will be published in due course.
The Deputy Clerk left the room at 11:18 and the Clerk returned.
- b) To resolve to agree the next steps of a Data Protection complaint – agenda item no longer required
- c) It was **resolved** to agree the next steps of a Data Protection complaint to reply to the complainant, the SharePoint HR Confidential folder will be restricted to the Clerk and Deputy Clerk only and can only be accessed by others in presentation form in the meeting room. Clerk to contact the Monitoring Officer regarding Councillor training.

HR-2023/4-104 Staffing matters

- a) It was **resolved** to agree to defer the timetable for appraisals to the new Council year.

Meeting closed at 11:58

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