



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Monday 13th May 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 11:00

HR- 2023/4 – 105 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- 106 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- 107 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 24th 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

HR-2023/4-108 Staffing matters

- a) A complaint against a member of staff was investigated and it was **resolved** to agree the outcome as there is no complaint justified in that procedure was followed and legal advice sort which is:



A councillor may decide not to attend meetings, however, they remain a parish councillor and documents and emails that are sent to all councillors in connection with their duties in that role continue. If that councillor decides not to look at them or respond that is their choice. There is no law that says a councillor has to read or understand any documents or situation - they are an elected representative.

Another adult (whether a councillor or not) cannot stop the council carrying out its lawful processes by issuing those documents to that councillor. If the adult had a suitable Power of Attorney to handle that person's affairs they may be able to have more weight in this matter but at that point we would advise that legal advice was necessary to determine what they could instruct the council to do such as the address for correspondence to be sent as it would suggest that the councillor may be incapacitated in some way, however, the incapacity does not disqualify any councillor from the role. Issuing of correspondence would be the same for other organisations such as the issue of HMRC tax demands, council tax bills, electoral roll canvass, DVLA documents. It is for the councillor to decide what arrangements they put in place to deal with correspondence or emails. It is of no concern of the parish council.

- b) It was discussed and **resolved** to agree the way forward with a Data Protection issue in that we send a letter to the Councillor for further information to comply with the legal request.

Meeting closed at 11:45

Chair's signature.....Date.....