

**NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council HR, H&S and Data Protection Committee to be held at Coubro Chambers, 11 West End, Holbeach, PE12 7LW on Monday 9th June 2025 at 12:00 at which the under mentioned business will be transacted.**

Yours sincerely



**Jan Hearsey – Clerk**

#### **HR25/6-01 To Elect a Chair of the Committee**

#### **HR25/6-02 Apologies for Absence**

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

#### **HR25/6-03 Declarations of Interest**

1. . 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

#### **HR25/6-04 Minutes**

1. . To resolve to approve as a correct record the notes of the meetings of the Committee held on 25th April 2025 and to authorise the Chair to sign the official minutes.

#### **HR25/6-05 Staffing Matters**

1. To discuss and resolve to agree the way forward with T level placements

#### **HR25/6-06 Closed Session**

1. To resolve 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

## **HR25/6-07 Staffing Matters**

1. To note that employees have received the annual policy log
2. To discuss and resolve to agree a change to start and finish times on a Wednesday for a member of staff
3. To discuss and resolve to agree the way forward with a member of staffs hours
4. To discuss and resolve to agree the way forward with the Open Spaces team structure
5. To discuss and resolve to agree the way forward with flexible hours
6. To resolve to agree the Pay Policy
7. To resolve to agree the way forward with a complaint made by a member of staff