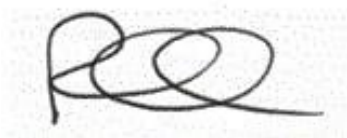




NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council HR, H&S and Data Protection Committee to be held at Coubro Chambers, 11 West End, Holbeach, PE12 7LW on Wednesday 30th July 2025 at 09:30 at which the under mentioned business will be transacted.

Yours sincerely



Becky Brothwell – Deputy Clerk

HR25/6-19 To Elect a Chair of the Committee for the ensuing year

HR25/6-20 Apologies

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

HR25/6-21 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

HR25/6-22 Minutes

To approve the notes of the Committee meeting held on 8 July and the Sub-Committee meeting held on the 23rd July as a correct record and authorise the Chair to sign the official minutes.

HR25/6-23 Staff Management Matters

1. To receive a report on staff overtime/TOIL and consider and approve any requests.
2. To receive a report on staff absence and leave, and consider and approve any requests.
3. To receive a report on staff expenses and consider and approve any reimbursement requests.

HR25/6-24 Appraisals

1. To receive an update on staff appraisals and agree dates for upcoming reviews.

HR25/6-25 HR Training

1. To consider a HR training program and agree the topics it will cover.

HR25/6-26 Documentation and Access

1. To review the current storage and management of HR documentation to ensure an efficient and confidential filing system is in place.
2. To agree that HR Committee members have access to all HR documents to enable the committee to carry out its functions effectively.
3. To agree access arrangements, including IT, to ensure effective service continuity during staff absence.

9 Exclusion of the Press and Public

To resolve to move into closed session and exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters.

HR25/6-27 Pay and Structure

1. To resolve to recommend to Full Council a salary structure for the Council aligned with the newly adopted pay policy.

HR25/6-28 Employee Contracts

1. To resolve to recommend to Full Council the Deputy Clerk's updated contract with revised hours.
2. To resolve to recommend to Full Council the Admin Assistant's contract.
3. To agree to commence a review of all other staff contracts to ensure compliance with the newly adopted pay policy and in line with HR advice.

HR25/6-29 Staffing Matters

1. To receive a report from the Deputy Clerk on recent staffing matters and agree any actions required, including:
 - i. Accidents
 - ii. Sickness
 - iii. Other relevant issues
2. To consider support options for the Deputy Clerk and Office team in light of workload and staff absence, and recommend any actions to Full Council.
3. To receive an update on ongoing staffing matters and agree next steps and correspondence in line with HR advice.
4. To agree to commence occupational health assessments for a relevant staff, subject to necessary permissions.

HR25/6-30 Committee Work Programme

1. To consider and update the HR, H&S and Data Protection Committee's work programme.

HR, H&S and Data Protection Committee's work programme			
Item	Priority	Actions required	Timescales
Policy Review	High	Audit all committee policies with HR advisor.	
		Consideration and approval by Committee	

		Approval by Full Council	
Employee Contracts	High	Review contracts with HR advisor.	
		Consideration and approval draft by committee	
		Consultation with affected employees	
		Approval by Full Council	
Procedural Notes & Template Docs	Medium	Audit and standardise key processes and templates with HR advisor.	
		Approval by committee and report to council	
Training	High	Review current training, update training log	
		Approval of training plan by committee	

HR25/6-31 Date of Next Meeting

To confirm the date and time of the next HR, H&S and Data Protection Committee meeting.