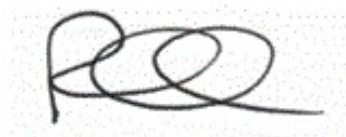




NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council HR, H&S and Data Protection Committee to be held at Coubro Chambers, 11 West End, Holbeach, PE12 7LW on Wednesday 27th August 2025 at 09:30 at which the under mentioned business will be transacted.

Yours sincerely



Becky Brothwell – Deputy Clerk

HR25/6- 032 Apologies

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

HR25/6- 033 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

HR25/6- 034 Minutes

To approve the notes of the Committee meeting held on 8 July and the Sub-Committee meeting held on the 30th July as a correct record and authorise the Chair to sign the official minutes.

HR25/6- 035 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- 036 Appraisals

1. To receive an update on staff appraisals.

HR25/6- HR Training

037

1. To receive an update on HR training programme.

HR25/6-038 Committee Work Programme

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

HR25/6-039 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.

HR25/6-040 Payroll

1. To review employee payroll reports and agree any necessary adjustments.

HR25/6-041 Job Roles and Structure

1. To agree the recruitment process and documentation for the new Grounds Supervisor role.
2. To review the current organisational structure in light of increasing workloads and make recommendations to Full Council.

HR25/6-042 Employee Contracts

- 1.To receive an update on new employee contracts

HR25/6-043 Staffing Matters

- 1.To receive an update on ongoing staffing matters and agree next steps and correspondence in line with HR advice.

HR25/6-044 Date of Next Meeting

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