



## Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Tuesday 8th July 2025 at 14:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr T Wiltshire

Councillors : Cllr P Foyster, Cllr P Howden

\* Attended remotely

**Meeting opened at**  
14:00

### HR25/6-14 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.  
None received.

### HR25/6-15 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011  
None

### HR25/6-16 Minutes

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 19TH JUNE 2025.

It was proposed, seconded and

**Resolved:**

That the official minutes of the meetings of the HR Committee Meeting held on 19th June 2025 be approved as a correct record and signed by the Chair.

### HR25/6-17 Staff Management Matters

1. To review and resolve to agree the way forward with employee appraisals.  
It was proposed, seconded and

**Resolved:** Members reviewed the appraisal process and agreed the following:  
The Deputy Clerk's appraisal will be carried out by Cllrs P Foyster and T Wiltshire.  
Park Team appraisals will be conducted by Line Manager Deputy Clerk and Cllr P Howden.

2. To review and resolve to agree employee training.  
It was proposed, seconded and

**Resolved:** Members reviewed training needs and agreed the following:

- The Deputy Clerk requested training in the Finance system and any other relevant areas to ensure appropriate coverage of the Clerk's job role.
- The Deputy Clerk will prepare a list of proposed training courses and forward

it to HR Committee.

3. To receive an update for the Archives / Admin Assistant role.

It was proposed, seconded and

**Resolved:** Members received a verbal update regarding the Archives / Admin Assistant's current engagement and professional development:

- The assistant expressed satisfaction in their role and noted increased confidence in previously uncertain areas.
- They are enthusiastic about undertaking further training to expand their responsibilities and contribute more broadly to council operations.

Members noted the positive progress and will support appropriate training opportunities.

4. To resolve to agree to change name of employee on MEWP training course on 25th July 2025.

It was proposed, seconded and

**Resolved:** It was resolved that the name of the employee from the park team scheduled to attend the MEWP training course on 25th July 2025 be amended.

5. To review and resolve to agree DBS checks on employees.

It was proposed, seconded and

**Resolved:** Members reviewed the current status of DBS checks for employees and agreed the following:

- Deputy Clerk will oversee the process for ensuring appropriate DBS checks are in place for all relevant personnel.

### **Open Meeting Closed at**

14:11

### **Exclusion of the Press and Public**

**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.**

### **Closed meeting opened at**

14:12

## **HR25/6-18 Staff Management Matters**

1. To receive an update from the sub-committee in regard to an employee's complaint.

Members noted the update to progress the grievance process as a priority while supporting staff welfare measures.

2. To review implications of employee turnover.

Members reviewed implications arising from recent employee turnover and discussed measures to support staff workload and retention.

3. To resolve to agree to pay the additional hours for an employee.

It was proposed, seconded and

**Resolved:** Members reviewed an employee's additional working hours and agreed the following:

- The employee is satisfied to retain the additional hours as Time Off In Lieu

(TOIL), to be taken at a future date.

- In the event that TOIL cannot reasonably be taken, the hours will be compensated through payment.

4. To resolve to agree employee's new contract.

It was proposed, seconded and

**Resolved:** Members considered and resolved to approve a new employment contract:

- The contract will be effective from 1 September 2023, aligning with their original start date.
- Terms of employment will reflect the National Living Wage in accordance with current statutory rates.

5. To resolve to agree to nominate two Councillors to do welfare meeting for an employee.

It was proposed, seconded and

**Resolved:** Members considered arrangements to support an employee's welfare and agreed the following:

- Councillors Peter Howden and John Bennett-Collins were nominated to conduct a welfare meeting with the employee.
- An Occupational Health Assessment will be arranged to support staff wellbeing and inform any necessary adjustments.

**Meeting closed at**

15:04

**Signed Chair**

**Date**

Council 08/07/25 Chair's initials.....