

Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Wednesday 30th July 2025 at 09:30 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr S Hutchinson
Councillors : Cllr J Bennett-Collins, Cllr S McKendry

* Attended remotely

Meeting opened at
09:30

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

It was proposed, seconded and

Resolved: Cllr S Hutchinson was duly elected as 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.
None received.

HR25/6-21 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011
None received.

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.

It was proposed, seconded and

Resolved: To approve the notes of the Committee meeting held on 8 July 2025 and the Sub-Committee meeting held on 23rd July 2025 as a correct record.
The Chair was authorised to sign the official minutes accordingly.

HR25/6-23 Staff Management Matters

1. To receive a report on staff overtime/TOIL and consider and approve any requests.

The Committee received a report on staff overtime and time off in lieu (TOIL). It was noted that a total of 80 hours had accrued as of 29th July 2025.

Additional hours were identified as follows:

- Deputy Clerk to work standard hours of 9:00am to 4:00pm, subject to meeting requirements.
- Saturdays: Deputy Clerk scheduled to work from 8:00am to 12:00pm going

forward as required.

The Committee agreed to review and consider approval of any formal TOIL or overtime requests at the next meeting, pending further operational assessment.

2. To receive a report on staff absence and leave, and consider and approve any requests.

It was noted that all holiday requests are completed and up to date as of the meeting date.

No further requests were submitted for consideration or approval.

3. To receive a report on staff expenses and consider and approve any reimbursement requests.

The Committee received a report on staff expenses.

It was noted that no reimbursement requests were submitted for consideration or approval.

HR25/6-24 Appraisals

1. To receive an update on staff appraisals and agree dates for upcoming reviews. The Committee received an update on staff appraisals and agreed to proceed with scheduling upcoming reviews.

- Appraisals are normally conducted in October and March.
- Appraisals for Park Team, Archivist & Deputy Clerk are to be booked for September.
- Deputy Clerk appraisal will be conducted by two HR Committee members.
- Park Team appraisals will be carried out by the Clerk and a Councillor from the HR Committee.
- A 360-degree appraisal will be undertaken, incorporating feedback from all staff members.

The Committee agreed to confirm dates and participants ahead of the October review cycle.

HR25/6-25 HR Training

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

The Committee considered the development of an HR training programme for both Councillors and Members of Staff.

- Councillor Training:
- Training will be offered to Councillors, though attendance cannot be mandated.
- The Monitoring Officer is scheduled to deliver a session on Councillor Conduct in the office.
- Training topics to include Data Protection, with a focus on practical understanding and compliance.
- Cllr S McKendry requested further detail on what Data Protection entails and proposed identifying suitable courses for booking.

The Committee agreed to begin compiling a training schedule and explore course options for both groups.

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.

The Committee reviewed the current systems for storing and managing HR documentation.

It was agreed that procedures must ensure efficiency, confidentiality, and compliance with data protection standards.

Ensure sensitive records are handled in accordance with GDPR and council policy

2. To agree that HR Committee members have access to all HR documents to enable the committee to carry out its functions effectively.

The Committee agreed that HR Committee members shall have access to all HR documents necessary to carry out their functions effectively.

This access is available on request to the office and subject to:

- Confidentiality protocols and data protection regulations
- Appropriate role-based access controls
- Secure handling and storage of sensitive information

The decision supports transparency, oversight, and informed decision-making within the Committee's remit.

3. To agree access arrangements, including IT, to ensure effective service continuity during staff absence.

The Committee agreed to review and implement access arrangements, including IT permissions, to ensure effective service continuity during staff absence.

Key points noted:

- The Deputy Clerk currently lacks full access to certain systems and files.
- Clarification is required on who is authorised to access the Clerk's laptop and under what conditions.
- Shared email inboxes should be accessible to all office team members, including the Deputy Clerk, via Microsoft account permissions.
- The Committee agreed to consult with IT support to:
- Establish appropriate access protocols
- Configure shared email access
- Grant necessary permissions based on role and operational need

The Committee will ensure that all access arrangements comply with data protection regulations and maintain confidentiality and accountability.

Meeting closed at

10:07

Exclusion of the Press and Public

It was **resolved** 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.

Closed meeting opened at

10:17

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.

It was proposed, seconded and

Resolved: The Committee resolved to recommend to Full Council the adoption of a salary structure aligned with the newly adopted pay policy, based on NJC pay scales and subject to union consultation.

3.23% automatic paygrade increase backdated to April 2025 will apply to those where relevant.

All relevant job descriptions to be revamped and updated to reflect current responsibilities and pay alignment.

The Committee agreed to consult HR Advisor regarding coverage of the Clerk's role and any associated additional salary arrangements.

The proposed structure will be submitted to Full Council for formal approval following union discussions.

HR25/6-28 Employee Contracts

1. To resolve to recommend to Full Council the Deputy Clerk's updated contract with revised hours.

It was proposed, seconded and

Resolved: The Committee resolved to recommend to Full Council the approval of the Deputy Clerk's updated contract, reflecting revised working hours and alignment with council policy.

- Hours: 37 hours per week, in line with the Clerk's contract
- Schedule: 8:30am to 4:00pm, Monday to Friday

The updated contract supports consistency, operational coverage, and compliance with sector standards.

2. To resolve to recommend to Full Council the Admin Assistant's contract.

It was proposed, seconded and

Resolved: The Committee resolved to recommend to Full Council the approval of the Archivist/Admin Assistant's contract, reflecting updated terms and alignment with council employment policy.

- Hours: 37 hours per week, in line with the Clerk's & Deputy Clerk's contract
- Schedule: 8:30am to 4:00pm, Monday to Friday
- Pension contributions to be applied

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.

The Committee agreed to commence a comprehensive review of all staff contracts, excluding the Clerk, to ensure alignment with the newly adopted pay policy and in accordance with HR advice.

- Action:
- Draft new contracts for Park Team and Archivist/Admin Assistant
- Ensure terms reflect updated pay scales, working hours, and conditions
- Confirm compliance with NALC Green Book standards and employment legislation

The Committee will oversee the review process and bring forward recommendations for approval at a future meeting.

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

None reported

ii. Sickness

iii. Other relevant issues

The Committee received a report from the Deputy Clerk on recent staffing matters and no accidents or additional sickness absences were reported.

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.

The Committee considered support options for the Deputy Clerk and office team in light of current workload pressures and staff absence.

- A shared folder will be created to house committee supporting documents, improving accessibility and reducing duplication.
- Additional responsibilities to be delegated to Archivist and Park Team where appropriate, ensuring continuity of operations.
- The Committee noted the potential need for training to support delegated responsibilities.
- Deputy Clerk to identify any immediate training gaps and report back.

The Committee agreed to maintain flexibility in task allocation and revisit staffing support at the next meeting, pending updates.

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

The Committee received an update on ongoing staffing matters and agreed next steps in line with HR advice.

The Committee agreed to begin exploring a Return to Work Plan, subject to further advice and assessment outcomes and reaffirmed its commitment to supporting staff wellbeing and maintaining confidentiality throughout the process.

4. To agree to commence occupational health assessments for a relevant staff, subject to necessary permissions.

The Committee agreed to commence Occupational Health Assessments for relevant staff members, subject to the necessary permissions and HR protocols being in place and reaffirmed its commitment to staff wellbeing and will review outcomes in due course.

HR25/6-30 Committee Work Programme

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

Employee Handbook & Policy Consolidation

- Review existing policies for duplication or outdated content
- Assign policies to committee members for review
- Each member to bring revised drafts to next meeting
- Amalgamate policies into a single, accessible handbook
- Include updated sections on grievance, conduct, leave, and wellbeing
- Format for clarity and accessibility (consider indexed PDF or online portal)

Training & Development

- Identify mandatory and optional training courses

New Starter Packs

For Employees

- Welcome letter
- Role description & expectations
- Key policies summary
- IT & facilities guide
- Training schedule
- Contact list & support channels

For Councillors:

- Code of Conduct
- Meeting schedule & committee roles
- Communication protocols
- Key contacts & escalation routes
- Overview of council priorities and current projects

HR25/6-31 Date of Next Meeting

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

The Committee agreed to organise the next HR, Health & Safety, and Data Protection Committee meeting as required, based on operational needs and staff availability.

Meeting closed at

11:04

Signed Chair

Date

Council 30/07/25 Chair's initials.....