



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Wednesday 27th August 2025 at 09:30 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr S Hutchinson
Councillors : Cllr J Bennett-Collins, Cllr S McKendry
Officers : Mrs B Brothwell - Deputy Clerk

* Attended remotely

Meeting opened at
09:30

HR25/6-032 **Apologies**

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

HR25/6-033 **Declarations of Interest**

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

HR25/6-034 **Minutes**

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

It was further resolved to remove the administrative error referencing the 8th July.

HR25/6-035 **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) with the Deputy Clerk having a total of 96.57 additional hours to cover both Clerk roles and 19.45 hours for council meetings out of hours - Total of 116.02 owed.

The Deputy Clerk requested approval to work additional hours Monday to Friday over the next two weeks prior to annual leave, to ensure workload coverage and continuity of operations.

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

None received.

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

The Committee received a report on staff expenses. A reimbursement request was submitted for £100.00 by Dan Taylor for the purchase of work boots.

HR25/6-036 Appraisals

1. To receive an update on staff appraisals.

The Deputy Clerk confirmed that staff appraisals for the Park Team and Archivist are scheduled for 4th September 2025. As part of the process, 360° feedback forms have been distributed to relevant colleagues to support a well-rounded evaluation.

HR25/6-037 HR Training

1. To receive an update on HR training programme.

The Committee received an update regarding the HR training programme. Members agreed to explore suitable course providers and assess available options to support staff development.

The Council is undertaking significant forward planning and identified the need for training that includes an overview of how to develop a three-year strategic plan. Cllr S McKendry referenced LALC's project management and planning courses, offering to attend relevant sessions and gather insights to help shape a bespoke training programme.

It was further agreed that key personnel should be sent on selected courses to build internal capacity. The LALC training scheme bulletin will be circulated to Full Council for further consideration.

HR25/6-038 Committee Work Programme

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

The Committee considered the current work programme and agreed to update priorities across key areas, including:

- Contracts and Job Descriptions – Review and update to ensure alignment with current roles, responsibilities, and legal standards.
- Staff Training – Identify mandatory and developmental training needs, including safeguarding, data protection, and strategic planning.
- Policies and Procedures – Audit existing documents and update where necessary to reflect best practice and compliance requirements

HR25/6-039 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.

HR25/6-040 Payroll

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

To correct the identified pay discrepancies, update the Clerk's pay scale to 34, and

implement the contractual changes for Deputy Clerk and Archivist/Admin Assistant from 1st September 2025.

HR25/6-041 Job Roles and Structure

1. To agree the recruitment process and documentation for the new Grounds Supervisor role.

It was proposed, seconded and

Resolved: The Committee agreed the recruitment process and documentation for the Grounds Supervisor role. The Park Team has been informed of the internal vacancy.

Interviews will be held on Tuesday 2nd September 2025 at 2:00pm conducted by Cllrs S Ball, Cllr S McKendry and Cllr I Hutchison with minutes taken by the Deputy Clerk.

2. To review the current organisational structure in light of increasing workloads and make recommendations to Full Council.

The Committee reviewed the current organisational structure in light of increasing workloads across operational areas. It was agreed that a recommendation should be made to Full Council regarding staffing adjustments and training needs.

Additionally, it was agreed that up to three staff members should be supported to attend a Pole Pruner training course, to enhance operational capacity and safety.

HR25/6-042 Employee Contracts

1.To receive an update on new employee contracts.

The Committee received confirmation that new contracts for Deputy Clerk and Archivist/Admin Assistant will commence on 1st September 2025. Terms have been reviewed and aligned with current staffing structure and operational needs.

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.

Following HR advice in managing the case, including maintaining appropriate correspondence and monitoring the situation. Next steps will be guided by the outcome of the Occupational Health report and any further medical updates.

HR25/6-044 Date of Next Meeting

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

To be scheduled when required, in line with operational needs and staffing developments.

Meeting closed at

10:31

Signed Chair

Date

Council 27/08/25 Chair's initials.....

Appendix A



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JOB DESCRIPTION

Job Title:	Grounds Supervisor
Department:	Open Spaces
Salary Scale:	LC1 SCP (13–17) £31,410.94 to £33,538.38 per annum* (<i>as of August 2025</i>)
Hours:	40 hours per week (typically Monday–Friday)
Reports to:	Clerk/RFO
Responsible for:	None (no line management duties)

Job Purpose:

To provide day to day planning, control, operation and supervision of Open Spaces Team, ensuring the effective maintenance of Council-owned land and facilities. The role includes operational supervision, health and safety compliance, contractor liaison, and support for budgeting and procurement. While the Grounds Supervisor works closely with groundskeepers, they do not hold line management responsibilities.

Key Responsibilities:

Operational Duties:

- The day-to-day planning, control, operation, and supervision of the Open Spaces Team and ensuring that all work is carried out to a high standard.
- Undertake grounds maintenance tasks including grass cutting, hedge trimming, pruning, planting, weed control, litter picking, and play area upkeep.
- Responsibility for the security and usage of all consumable items, stores, tools, plant, equipment, buildings, and furnishings in the Open Spaces areas.

Health & Safety:

- Ensure compliance with health and safety regulations across the team.
- Conduct daily safety checks on vehicles, machinery, and equipment.
- Maintain and enforce the use of PPE.
- Assist with risk assessments and promote safe working practices.

Contractor & Project Liaison:

- Liaise with contractors and suppliers regarding works in open spaces.
- and oversee delivery of works, services and equipment within open spaces.
- Draft specifications, obtain competitive quotations and assessing contractor estimates in line with Council financial regulations, and advising the Clerk/RFO/Council as appropriate;



Administration & Reporting:

- Maintain accurate records including maintenance logs, safety checks, and project updates in respect of Open Spaces duties.
- To assist in the production of Open Spaces Department estimates of income and expenditure and in the budget setting exercise.
- Prepare reports for the Open Spaces Committee and attend meetings as required.
- Maintain regular contact with your Manager and appropriate Council staff and officials on all issues affecting the team's operations.

General Duties:

- Respond to public enquiries professionally and courteously.
- Comply with Council policies and procedures.
- Undertake other duties as required by the Clerk/RFO and appropriate Council staff.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

Person specification:

Essential Skills & Experience:

- Proven supervisory experience.
- Ability to work independently and as part of a team.
- Strong communication skills for public interaction.
- Experience with ride-on mowers, tractors, flails, and handheld equipment.
- Physically fit for manual outdoor work.

Knowledge / Qualifications:

- Full UK driving licence (essential).
- Knowledge of grounds maintenance, arboriculture, or horticulture.
- Understanding of workplace safety, COSHH, and environmental awareness.
- Basic mechanical knowledge.
- Chainsaw certification (desirable; training available).
- Literate and numerate; able to complete documentation and read plans.

Flexibility Clause:

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change, and existing duties may be lost, or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

SIGNATURE:

Employee

DATE