

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 Friday 10th July 2026 at 12:00 at which the under mentioned business will be transacted.

Recording is permitted during the public meeting, but not before it starts or after it is formally closed. Please stop recording when the meeting ends.

Yours sincerely
Jan Hearsey
Jan Hearsey Clerk/RFO

HR26/7-08 Apologies

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

HR26/7-09 Declarations of Interest

1. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

HR26/7-10 Minutes

- To approve the notes of the Committee meeting held on the 26th May as a correct record and authorise the Chair to sign the official minutes.

HR26/7-11 Terms of Reference

1. To review and to resolve to agree to recommend to full Council the committee's terms of reference following consultation with the Council's HR Advisors.

HR26/7-12 Policies

1. To review and resolve to agree the policies as prepared by the Grounds keeper supervisor.
2. To review and resolve to agree to recommend to Full Council the H & S Handbook
3. To review and resolve to agree to recommend to Full Council the H & S Policy

**HR26/7-
13** **HR Training**

1. To resolve to agree for admin training

**HR26/7-
14** **Health & Safety**

1. To discuss and resolve to agree the way forward following the H & S audit and recommend to full Council

**HR26/7-
15** **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.

**HR26/7-
16** **Staffing Matters**

1. To review a staff job valuation and resolve to agree the way forward
2. To review a staff member's request for flexible hours and resolve to agree the way forward
3. To discuss and resolve to agree the way forward with a member of staff
4. To receive a report from the clerk.
5. To resolve to agree to advertise for a staff position
6. To discuss and resolve to agree a communication received from a Councillor regarding a staff member.