



Coubro Chambers

11 West End

HOLBEACH

Spalding

Lincs.

PE12 7LW

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Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan

Dear Councillor,

I summon you to a Meeting of the HR committee to be held at Coubro Chambers on Thursday 20th May 2021 at 18:00 There will be no Open Forum preceding this meeting.

Please note: There is a Covid risk-assessment in place. There will be a QR code check-in for all attendees. Due to the venue, numbers will be restricted. Members of the public must register an interest for attendance 24 hours before the start of the meeting. Attendees will need to enter the room by the rear door in Back Lane Holbeach and exit the building by the side door in West End. Hand sanitizer will be available and surfaces will be cleaned before and after the meeting. Face coverings must be worn. Those experiencing any of the symptoms of Covid-19 should not attend this meeting.

Yours sincerely,

Jan Hearsey, Clerk

A G E N D A

HR-2021/2-1 Appointment of Chairman

HR-2021/2-2 Apologies for absence and reasons given.

HR-2021/2-3 Declarations of interest. 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.

HR-2021/2-4 To appoint a member to the Finance Committee.

HR-2021/2-5 To agree to the co-option of Cllr Rick Stevens

HR-2021/2-6 To agree to exclude the press public and members of the council outside the HR committee under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

HR-2021/2-7 Minutes of previous Meeting – To agree the notes of the meeting of 26th April 2021 as minutes.

HR-2021/2-8 Briefing what the HR committee does and procedures to follow.

HR-2021/2-9 Update on the new contracts and employee handbook.

HR-2021/2-10 To agree the procedure for Time sheets and planning work.

HR-2021/2-11 To agree and action list for HR.

HR-2021/2-12 To agree and action list for Data Protection.

HR-2021/2-13 To agree and action list for Health and Safety.

HR-2021/2-14 Items for discussion and agenda item requests.

HR-2021/2-15 Confirm date and venue of next Meeting.

- a) To agree a venue and date