

Minutes of the meeting of the HR, H&S, and Data Protection Committee on 21<sup>st</sup> July 2022 at 17:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
<b>Holbeach Parish Council</b>	<b>Cllrs:</b> Rick Stevens, Sophie Hutchinson & Peter Howden		
<b>Public including Councillors</b>			

Chair Cllr S Hutchinson opened the meeting at 17:00

#### **HR-2022/3-001 Apologies for absence**

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

**HR-2022/3-002 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.  
None Received.

**HR-2022/3-003 It was resolved to approve as a correct record the notes of the meetings of the Council held on 5<sup>th</sup> May 2022 and to authorise the Chair to sign the official minutes.**

#### **2022/3-004 To resolve to agree a way forward with staff timesheets.**

It was **resolved** to stop using staff timesheets and for member so staff to inform the Clerk and/or HR committee in advance of their hours changing.

**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 for agenda items 2022/3-005, 006.**

*Open meeting closed at 17:06*

*Closed meeting opened at 17:07*

#### **2022/3-005 To resolve to agree the employee probation appraisals**

It was resolved to pass both employees from their probation period from the 1<sup>st</sup> August.

#### **2022/3-006 To discuss and resolve to agree a way forward with a staffing matter(s)**

It was **resolved** to recommend to Full Council option 8.

*Meeting closed at 17:38*

Signed Chair ..... Date .....