



**Coubro Chambers
11 West End
HOLBEACH
Spalding
Lincs.
PE12 7LW
Tel: 01406 426739
e-mail: clerk@holbeachpc.com
Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan**

Meeting began at 17:56

Present: Cllrs: S Hutchinson, R Flood, R Stevens

It was **agreed** to change the order of business, and move item 5, to agree to the co-option of Cllr Rick Stevens, to the first item on the agenda.

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

It was proposed, seconded and **agreed** to co-opt Cllr R Stevens to the committee.

HR-2021/2-1 Appointment of Chairman

It was proposed, seconded and **agreed** that Cllr S Hutchinson will be Chairman of the committee.

HR-2021/2-2 Apologies and reasons given

Apologies were received and accepted from Cllr E McNally and Cllr S Richardson

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. No declarations of interest received.

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

It was proposed, seconded and **agreed** that S Hutchinson will represent this committee on the Finance committee.

HR-2021/2-6 It was **agreed** 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 - It was proposed, seconded and **agreed** to defer this item to the next meeting.

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

The standard HR procedures, staff structures and roles, and the importance of confidentiality were explained by Cllr S Hutchinson

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

Cllr S Hutchinson updated members on the role out of the new employee handbook and contracts.

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

It was proposed, seconded, and **agreed**, to roll out the new time sheets and monthly plan of work at the next staff meeting. It was **agreed** that the WPCM should give weekly updates to the office on the progress on that month's work. It was **agreed** to recommend this new procedure to **Full Council** for agreement.

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

- a) It was proposed, seconded, and **agreed**, recommend the lone working policy to **Full Council** for agreement, with an amendment as to who people report to if their manager is on Holiday.
- b) It was proposed, seconded, and **agreed**, recommend the employee – councillor protocol to **Full Council** for agreement.
- c) It was proposed, seconded, and **agreed**, recommend the volunteer policy to **Full Council** for agreement.
- d) It was proposed, seconded, and **agreed**, recommend the induction checklist to **Full Council** for agreement, once it is amended for employees, councillors, and volunteers.
- e) It was proposed, seconded, and **agreed** to send out the link to the Peninsula Training website to all councillors.
- f) It was proposed, seconded, and **agreed**, to get a 'average week' of activities from the Clerk and Deputy.

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

- a) Cllr S Hutchinson, said the only outstanding document for data protection was the GDPR Data Map, this can be completed in between other jobs.

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

- a) It was proposed, seconded, and **agreed**, to arrange the health and safety visits with Elas.
- b) It was proposed, seconded, and **agreed**, to review the health and safety policy after the safety audit from Elas.

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

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

- (a) It was **agreed** to call another meeting after the health and safety visit from Elas - date to be confirmed.

Meeting closed at 18:55

Signed Chairman.....Date...../...../.....



Holbeach Parish Council – HR, Data Protection and Health & Safety committee meeting 9th July 2021

Meeting began at 18:05

Present: Cllrs: S Hutchinson, R Flood, R Stevens, E McNally, D Taylor, S Richardson

HR-2021/2-16 Apologies for absence and reasons given.

No absences.

HR-2021/2-17 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. No declarations of interest received.

HR-2021/2-18 Minutes of previous Meeting – The notes of the meeting of 26th April 2021 and 20th May 2021 were proposed, seconded, and **agreed** as minutes.

HR-2021/2-19 To agree a way forward with a staffing matter – It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. A way forward with a staffing matter was proposed, seconded, and **agreed**.

HR-2021/2-20 Items for discussion and agenda item requests.

Health and Safety audit, review and agree a way forward.

HR-2021/2-21 Confirm date and venue of next Meeting.

a) It was **agreed** to call another meeting after the health and safety visit from Elas - date to be confirmed.

Meeting closed at 18:57

Signed Chairman..........Date 25 / 08 / 2021

Holbeach Parish Council – HR, Data Protection and Health & Safety committee meeting 25th August 2021

Meeting began at 18:01

Present: Cllrs: S Hutchinson, R Stevens, E McNally, D Taylor

HR-2021/2-22 Apologies for absence and reasons given.

Cllr R Flood was absent with apologies and Cllr S Richardson was absent with no apologies given. It was proposed, seconded, and **agreed** to accept Cllr R Flood's reason for absence.

HR-2021/2-23 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. No pecuniary interests in item 2021/2-25 were received from Cllrs D Taylor and R Stevens.

HR-2021/2-24 Minutes of previous Meeting – The notes of the meeting of 9th July 2021 were proposed, seconded, and **agreed** as minutes.

HR-2021/2-25 To agree an outcome in relation to a staffing matter – It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. An outcome in relation to a staffing matter was proposed, seconded, and **agreed**.

HR-2021/2-26 To agree to appoint a subcommittee with delegated powers to deal with a staffing matter – It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. It was **agreed** to appoint a subcommittee with delegated powers to deal with a staffing matter.

HR-2021/2-27 To agree a way forward in relation to the H&S audit – It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. It was proposed, seconded, and **agreed** to have a meeting at the pavilion and create a list of jobs that need to be actioned, and to recommend the proposed work for agreement to **Full Council**. It was proposed, seconded, and **agreed** to investigate cost for a man down device, and recommend these for agreement to **Full Council**. An overall way forward in relation to the H&S audit was proposed, seconded, and **agreed**.

HR-2021/2-28 Items for discussion and agenda item requests.

HR-2021/2-29 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed.



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Meeting closed at 18:16

Signed Chairman.....Date

Holbeach Parish Council – HR, Data Protection and Health & Safety committee meeting 27th September 2021

Meeting began at 17:48

Present: Cllrs: S Hutchinson, R Stevens, E McNally, S Favell, and R Flood

HR-2021/2-30 Apologies for absence and reasons given.

Cllr D Taylor was absent with apologies and the reason was acceptable. It proposed, seconded, and **agreed** to accept Cllr D Taylor's reason for absence.

HR-2021/2-31 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.

No declarations of interest received.

HR-2021/2-32 Minutes of previous Meeting – The notes of the meeting of 25th August 2021 were proposed, seconded, and **agreed** as minutes.

HR-2021/2-33 To agree a way forward in relation to a staffing matter – It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. A way forward in relation to a staffing matter was proposed, seconded, and **agreed**.

HR-2021/2-34 To agree to appoint a subcommittee with delegated powers to deal with a staffing matter – It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. It was proposed, seconded, and **agreed** to appoint a subcommittee with delegated powers to deal with a staffing matter.

HR-2021/2-35 To agree to amend non contractual benefits for all staff –

It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. It was proposed, seconded, and **agreed** to amend non contractual benefits for all staff, subject to approval from the councils' legal advisors.

HR-2021/2-36 To agree to amend the staffing structure

It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. It was proposed, seconded, and **agreed** to employ a 3rd member of the parks team, due to a suitable candidate being found, the increased workload scheduled for the winter months, and a back log of work due to staff absence.



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HR-2021/2-37 To discuss staff appraisals

Staff appraisal, procedures and dates were discussed. It was previously agreed that appraisal would take place every 6 months, one in October and one in March. Cllr S Hutchinson is to speak to the Clerk about arranging dates for staff appraisals.

HR-2021/2-38 To discuss budgets for 2022/23

The draft budgets were discussed by members and Cllr S Favell, suggested that safeguarding training be provided to all staff and DBS checks be budgeted for, for staff members that don't already have one.

HR-2021/2-39 Items for discussion and agenda item requests.

HR-2021/2-40 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed.

Meeting closed at 18:02

Signed Chairman.....Date



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Holbeach Parish Council – HR, Data Protection and Health & Safety committee meeting 25th October 2021

Meeting began at 18:02

Present: Cllrs: S Hutchinson, R Stevens, S Favell, and R Flood

HR-2021/2-41 Apologies for absence and reasons given.

Cllr D Taylor and Cllr E Mc Nally were absent with apologies and the reasons were acceptable. It proposed, seconded, and **agreed** to accept Cllr D Taylor’s and Cllr E McNally’s reasons for absence.

HR-2021/2-42 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.
No declarations of interest received.

HR-2021/2-43 Minutes of previous Meeting – The notes of the meeting of 27th September 2021 were proposed, seconded, and **agreed** as minutes.

HR-2021/2-44 To agree a way forward in relation to a staffing matter – It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. A way forward in relation to a staffing matter was proposed, seconded, and **agreed**.

HR-2021/2-45 Items for discussion and agenda item requests.

HR-2021/2-46 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed.

Meeting closed at 18:03

Signed Chairman.....Date

Holbeach Parish Council – HR, Data Protection and Health & Safety committee meeting 5th November 2021

Meeting began at 18:00

Present: Cllrs: S Hutchinson, R Stevens, S Favell, and R Flood

HR-2021/2-47 Apologies for absence and reasons given.

Cllr D Taylor and Cllr E Mc Nally were absent with apologies and the reasons were acceptable. It proposed, seconded, and **agreed** to accept Cllr D Taylor's and Cllr E McNally's reasons for absence.

HR-2021/2-48 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.
No declarations of interest received.

HR-2021/2-49 Minutes of previous Meeting – The notes of the meeting of 25th September 2021 were proposed, seconded, and **agreed** as minutes.

HR-2021/2-50 To agree request and keep a record of medical information from all councillors and employees - It was proposed, seconded, and **agreed** to request and keep a record of medical information from all councillors and employees.

HR-2021/2-51 To agree a date for the Clerk appraisal - It was proposed, seconded, and **agreed** that the Cllrs S Hutchinson and R Stevens would carry out the Clerks appraisal on Monday 15th November.

HR-2021/2-52 To agree a way forward in relation to a staffing matter – It was proposed, seconded, and **agreed** to take this item into "In Closed Session" due to the confidential nature of the matters to be discussed. A way forward in relation to a staffing matter was proposed, seconded, and **agreed**.

HR-2021/2-53 To discuss the Clerks salary – Recommendations received from Nalc on Clerks salary were discussed. It was recommended that the Clerks salary be reviewed after the appraisal.

HR-2021/2-54 Items for discussion and agenda item requests. - No agenda items were requested.

HR-2021/2-55 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed.



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Meeting closed at 18:22

Signed Chairman.....Date

Holbeach Parish Council – HR, Data Protection and Health & Safety committee meeting 1st December 2021

Meeting began at 16:30

Present: Cllrs: S Hutchinson, R Stevens, S Favell, and R Flood

It was resolved to reorder the agenda to move items HR-2021/2-61, HR-2021/2-62, HR-2021/2-63, HR-2021/2-64 and HR-2021/2-65 to the end of the agenda.

HR-2021/2-56 Apologies for absence and reasons given.

All members present.

HR-2021/2-57 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.

No declarations of interest received.

HR-2021/2-58 Minutes of previous Meeting

The notes of the meeting of 5th November 2021 and the HR Sub Committee notes of the meeting of 22nd November 2021 were proposed, seconded, and **agreed** as minutes.

HR-2021/2-59 To agree solutions for improving the safety of employees

It was proposed, seconded, and **agreed** to purchase personal alarms for the deputy clerk and Clerk/RFO and to purchase a lock for the deputy clerk's new office. The man down devices previously agreed will continue to be researched and purchased ready for the new financial year.

HR-2021/2-60a To agree to recommend to Full Council amendments to the Clerks delegated powers.

It was proposed, seconded, and **agreed** to recommend to **Full Council** to give the Clerk/RFO delegated powers to accept apologise and to instruct employees to complete minor works, not previously agreed, with agreement from 2 councillors.

HR-2021/2-60b To agree to recommend to Full Council amendments to the Employee Handbook

It was proposed, seconded, and **agreed** to defer this item to the next meeting.

HR-2021/2-60c To agree an annual review and acceptance process for all written policies and procedures.

It was proposed, seconded, and **agreed** that all written policies and procedures would be reviewed by Full Council in April, each policy will have a table at the end with issue number, amendment made, date agreed, and next review date and a form will be created for all



members of staff to resign policies relevant to their role each year. A list of policies relevant for each employee department will be agreed at the next meeting.

HR-2021/2-66 Items for discussion and agenda item requests.

To resolve to agree which written policies and procedure are relevant for each employee department

To resolve to recommend to Full Council amendments to the Employee Handbook

HR-2021/2-67 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed

HR-2021/2-61 To discuss completed staff appraisals and agree action points where required - It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. All staff appraisals were discussed, and action points were **agreed** where required.

HR-2021/2-62 To resolve to approve or decline a holiday request - It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. An outcome for the holiday request was **agreed**.

HR-2021/2-63 Update on an outcome in relation to a staffing matter- It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. The outcome of a staffing matter was discussed.

HR-2021/2-64 To agree to appoint a subcommittee to deal with a staffing matter - It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. It was proposed, seconded, and **agreed** to appoint a subcommittee to deal with a staffing matter.

HR-2021/2-65 To discuss and agree the reviewed budget for 2022/3 - It was proposed, seconded, and **agreed** to take this item into “In Closed Session” due to the confidential nature of the matters to be discussed. The reviewed budget for 2022/3 was **agreed**.

Meeting closed at 16:59

Signed Chairman.....Date

Minutes of the meeting of Holbeach Parish Council HR, H&S and Data Protection Committee Wednesday 12th January 2022 at 16:30 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, HR, H&S and Data Protection Committee	Cllrs: S Hutchinson, R Stevens, and R Flood	Cllr S Favell	
Public including Councillors			

Chairman Cllr S Hutchinson opened the meeting at 16:30

HR-2021/2 - 68 Apologies and reasons given

Cllr S Favel gave her apologies which were accepted by the Clerk.

HR-2021/2 - 69 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

HR -2021/2 - 70 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of 1st December 2021 as minutes.

HR-2021/2-71 To resolve to recommend to Full Council amendments to the Employee Handbook

It was proposed, seconded, and **agreed** to amend the agenda item to: To resolve to agree amendments to the Employee Handbook in draft form.

It was **resolved** to agree the amendments to the employee handbook in draft form. Legal advice will be taken on these amendments before taking them to Full Council for agreement.

HR-2021/2-72 It was resolved to agree which written policies and procedures are relevant to each employee department. – see appendix 1.

It was resolved 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: 2021/2-73: 2021/2-74: 2021/2-75: 2021/2-76: 2021/2-77 and to move these items to the end of the agenda.

HR-2021/2-78 Agenda item requests.

To resolve to recommend to Full Council amendments to the Employee Handbook

To review and resolve to recommend to Full Council amendments to the H&S Documentation

To resolve to recommend to Full Council changes to the Clerks contracted hours.

HR-2021/2-79 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed

HR-2021/2-73 It was resolved to recommend to Full Council the wages for each member of staff post March 2022.

HR-2021/2-74 To resolve to agree an outcome in relation to a staffing matter

It was proposed, seconded, and **agreed** to amend the agenda item to: To resolve to agree an outcome in relation to a staffing matter and to appoint a Sub Committee to deal with a staffing matter.

It was **resolved** to agree an outcome in relation to a staffing matter and to appoint a Sub Committee to deal with a staffing matter.

HR-2021/2-75 To resolve to agree a way forward in relation to a staffing matter

It was proposed, seconded, and **agreed** to amend the agenda item to: To resolve to agree a way forward in relation to a staffing matter and to appoint a Sub Committee to deal with a staffing matter.

It was **resolved** to agree a way forward in relation to a staffing matter and to appoint a Sub Committee to deal with a staffing matter.

HR-2021/2-76 It was resolved to agree an outcome in relation to a staffing matter

HR-2021/2-77 To discuss a staffing matter

A staffing matter was discussed.

Meeting closed at 16:42

Chairman's signature.....Date.....



Appendix 1

Policy / Procedure	Last Reviewed	Office	Parks Team	Litter Picker
Open Spaces				
Allotment Policy	14/06/2021			
Allotment Application Form				
Cemetery Fees	August 2021			
Cemetery Rules and Regulations	August 2021			
Memorial Policy & Regulations	August 2021			
Memorial Application Form	August 2021			
Monument Plaque Application Form				
Scattering of Ashes Policy	August 2021			
Play Area Policy				
Tree and Log Policy	11/02/2019			
PPES				
Planning Response Policy	08/07/2019			
PR & IT				
Community Engagement & Communication Policy	12/07/2021			
Publication Scheme				
Abusive, Persistent or Vexatious Complaints	12/07/2021			
Public Complaints & Concerns Procedure	2020			
Policy on Handling Freedom of Information Requests	2020			
Internet usage policy	Combined into handbook propose we remove			
Tablet Usage policy	Remove as no longer relevant			
Printed notices policy	Combined into Community Engagement & Communication policy propose we remove			
Finance				
Reserves Policy	12/04/2021			
Financial Regulations	12/07/2021			



Financial Risk Assessment	12/07/2021			
Procurement Policy	12/07/2021			
Relevant section of procurement policy combined into employee handbook				
Grant Awarding Policy	8/2/2021			
Grant Application Form	2019			
Members Expenses Policy	12/07/21			
FIXED ASSET CAPITALISATION POLICY	Dec 2021			
FIXED ASSETS POLICY	Dec 2021			
Asset Disposal Procedure	Dec 2021			
HR, H & S, Data Protection				
Employee Handbook	April 2021			
Employee Councillor Protocol – combined into handbook	14/06/2021			
Lone Working Policy – combined into handbook	14/06/2021			
Social Media Policy – combined into handbook	12/07/2021			
Volunteer Policy	14/06/2021			
Data Breach Procedure	2020			
Data Protection Policy	2020			
Data Protection Policy & Privacy Notice for Staff and Councillors – combined into handbook	2020			
General Privacy Notice	2020			
Subject Access Requests Procedure and Template Letter	2020			
Safeguarding children, young people and vulnerable adults’ policy – combined into handbook	?			
H&S Policy	?			
Councillors (Full Council)				
Code of Conduct	SHDC			
Code of Conduct Complaint Form	SHDC			

Operation London Bridge				
Standing Orders	August 2021			
Councillor Co-option Policy	August 2021			

Minutes of the meeting of Holbeach Parish Council HR, H&S and Data Protection Committee Wednesday 21st January 2022 at 15:00 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, HR, H&S and Data Protection Committee	Cllrs: S Hutchinson, R Stevens, R Flood, and S Favell		
Public including Councillors			

Chairman Cllr S Hutchinson opened the meeting at 15:00

HR-2021/2 - 80 Apologies and reasons given

None – all present.

HR-2021/2 - 81 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

HR -2021/2 - 82 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of 12th January 2022 as minutes.

It was resolved 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: 2021/2-83: 2021/2-84: 2021/2-85: 2021/2-86: 2021/2-87

It was proposed, seconded, and **agreed** to re-order the agenda to move items 2021/2-83: 2021/2-84: 2021/2-85: 2021/2-86: 2021/2-87 to the end of the meeting

HR-2021/2-88 Agenda item requests.

HR-2021/2-89 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed

HR-2021/2-83 To resolve to recommend to Full Council changes to the Clerks contracted hours.

It was proposed, seconded, and **agreed** to amend the agenda item to: To resolve to recommend to Full Council changes to the Clerks contracted hours and Toil entitlement.

It was **resolved** to recommend to **Full Council** changes to the Clerks contracted hours and Toil entitlement.

HR-2021/2-84 It was resolved to agree the job description and contract for a new admin position, and to form a recruitment subcommittee with delegated powers to shortlist, interview and to employ staff.

The contract may be amended, dependent on the availability of the candidate chosen. The members of the recruitment subcommittee will be dependent on the availability of councillors and interviewees. See appendix 1

HR-2021/2-85 Update on the groundskeeper position, and it was resolved to form a recruitment subcommittee with delegated powers to shortlist, interview and to employ staff. The members of the recruitment subcommittee will be dependent on the availability of councillors and interviewees.

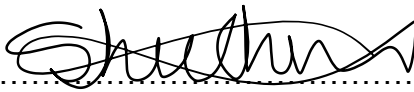
HR-2021/2-86 It was resolved to agree a way forward regarding staff holiday.

HR-2021/2-87 To discuss a staffing matter.

It was proposed, seconded, and **agreed** to amend the agenda item to: To resolve to agree a way forward in relation to staffing matters and to appoint a Sub Committee to deal with a staffing matter.

It was **resolved** to agree a way forward in relation to staffing matters and to appoint a Sub Committee to deal with a staffing matter.

Meeting closed at 15:11

Chairman's signature..........Date...18/02/22.....

Appendix 1

JOB DESCRIPTION

Post Details

Job Title	Assistant Clerk	Salary	£11,400.48 per annum / salary point 7
Responsible to	The Clerk	Hours of Work	21 (Normally worked 9am-4pm Tues, Wed, Thurs) can be adjusted
Additional Hours	When required to cover staff absence and meetings paid at normal hourly rate (£10.44 per hour)		

Main purpose of the post:

Based at the Council Offices in Holbeach, the Assistant Parish Clerk will support the Parish Clerk to ensure the smooth running of Holbeach Parish Council. In the absence of the Parish Clerk, the Assistant Clerk will be responsible for the operations of the Council's services, administration, day to day management and dealings with Councillors, contractors, and customers.

Main duties:

- The post holder will **assist** the Clerk in providing efficient administrative support to the Council in the following areas:
 - To deal effectively with general queries from members of the public
 - Preparing agendas and supporting documentation for monthly meetings and writing minutes for the Parish Council's Committees.
 - Assisting to manage/oversee all aspects of the councils' responsibilities including their open spaces, properties etc and liaising with the relevant committees and employees to ensure the smooth running of Holbeach Parish Council.
 - To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
 - Completing and imputing burial records.
 - Assisting with the management of the council's accounts, including inputting and producing invoices.
- Such other duties appropriate to the responsibility of the post as required from time to time by the Clerk.
- To attend meetings appropriate to the responsibility of the post as required from time to time (sometimes outside normal working hours).
- To undertake such duties of a comparable nature and level of responsibility as may be required from time to time by the Clerk.
- To comply with the Council's policies and procedures.
- 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:

Skills, knowledge, and experience required:

- Admin experience, including a good knowledge of Microsoft 365 and accounts
- Ability to multi-task
- Ability to adapt to a variety of tasks
- Good Knowledge of Maths and English
- Full UK driving licence (essential)
- Ability to work on your own or as part of a team.

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.

**Minutes of the meeting of Holbeach Parish Council HR, H&S and Data Protection Committee
Friday 18th February 2022 at 15:00 at Coubro Chambers.**

	In attendance	Apologies given	Absent
Holbeach Parish Council, HR, H&S and Data Protection Committee	Cllrs: S Hutchinson, R Stevens, and S Favell	R Flood	
Public including Councillors			

Chairman Cllr S Hutchinson opened the meeting at 15:00

HR-2021/2-90 Apologies for absence and reasons given.

Cllr R Flood gave her apologies which were accepted.

HR-2021/2-91 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-2021/2-92 Minutes of previous Meeting

It was **resolved** to approve the notes of the meeting of 21st January 2022 as minutes.

To resolve 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: 2021/2-93

It was proposed, seconded, and **agreed** to re-order the agenda and place agenda items 2021/2-93 at this point.

HR-2021/2-94 Agenda item requests.

To discuss and **resolve** to agree the review of the following policies:

- a. Employee Handbook
- b. Health and Safety Policy
- c. Volunteer Policy
- d. Data Protection Policy
- e. Data Breach Procedure
- f. Subject Access Request Procedure
- g. General Privacy Notice

HR-2021/2-95 Confirm date and venue of next Meeting.

- a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed



HR-2021/2-93 To resolve to agree a way forward regarding a staffing matter.
It was **resolved** to agree a way forward regarding a staffing matter.

Meeting closed at 15:02

Chairman's signature Date

Draft Until Agreed



**Minutes of the meeting of Holbeach Parish Council HR, H&S and Data Protection Committee
Friday 23rd March 2022 at 14:00 at Coubro Chambers.**

	In attendance	Apologies given	Absent
Holbeach Parish Council, HR, H&S and Data Protection Committee	Cllrs: S Hutchinson, R Stevens, and R Flood		
Public including Councillors			

Chairman Cllr S Hutchinson opened the meeting at 14:00

HR-2021/2-96 Apologies for absence and reasons given.

None

HR-2021/2-97 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-2021/2-98 Minutes of previous Meeting

It was **resolved** to approve the notes of the meeting of 18th February 2022 as minutes.

HR-2021/2-99 It was resolved to agree the review of the following policies:

- a. Employee Handbook
- b. Health and Safety Policy
- c. Volunteer Policy
- d. Data Protection Policy
- e. Data Breach Procedure
- f. Subject Access Request Procedure
- g. General Privacy Notice

HR-2021/2-100 To resolve to agree the type of Man Down systems and personal alarms to Purchase – It was resolved to agree to purchase 2 personal alarms from Shen Zhen (Amazon) for £22.75 and to purchase 4 man down devices form Safepoint.

To resolve 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: 2021/2-101; 2021/2-102; 2021/2-103

It was proposed, seconded, and **agreed** to re-order the agenda and place agenda items 2021/2-101; 2021/2-102; 2021/2-103 at the end of the agenda.

HR-2021/2-104 Agenda item requests.

None received

HR-2021/2-105 Confirm date and venue of next Meeting.

- a) It was proposed, seconded, and **agreed** for the next meeting to be at Coubro Chambers – date and time to be confirmed

Open session closed at 14:34

Closed session opened at 14:35

HR-2021/2-101 To resolve to agree a way forward regarding staff holiday – It was **resolved** to agree to allow all staff to carry over their unused holiday for this year only, due to the exceptional circumstances that have occurred this year.

HR-2021/2-102 To resolve to approve a holiday request – It was **resolved** to agree to approve the Holiday request from the Clerk.

HR-2021/2-103 To resolve to agree a way forward regarding a staffing matter.

It was **resolved** to agree a way forward regarding a staffing matter.

Meeting closed at 15:02

Chairman's signature Date



Minutes of the meeting of the HR, H&S, and Data Protection Committee on 5th May 2022 at 14:00 at Coubro Chambers, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council	Cllrs: Rick Stevens, Sophie Hutchinson & Rachel Flood		
Public including Councillors			

Chair Cllr S Hutchinson opened the meeting at 14:00

HR-2021/2-106 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-2021/2-107 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-2021/2-108 It was resolved to approve as a correct record the notes of the meetings of the Council held on 23rd March 2022 and to authorise the Chair to sign the official minutes.

It was resolved 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: 2021/2 – 109, 110, 111, and to move these items to the end of the agenda

HR-2021/2-112 Agenda item requests.

None

HR-2021/2-113 Confirm date and venue of next Meeting.

a) It was proposed, seconded, and agreed for the next meeting to be at Coubro Chambers – date and time to be confirmed

Open meeting closed at 14:03

Closed meeting opened at 14:04

HR-2021/2-109 To resolve to agree an outcome to a staffing matter.

It was **resolved** to forward the outcome to the monitoring officer at SHDC following advice from LALC.



Clerk/RFO: Jan Hearsey

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachpc.com
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil



HR-2021/2-110 To resolve to agree a way forward regarding a staffing matter.

It was **resolved** to forward the matter to the Monitoring Officer a SHDC following advice form LALC.

HR-2021/2-111 To resolve to agree to recommend to Full Council a way forward regarding a staffing matter.

It was **resolved** to recommend to Full Council a spend in relation to a HR issue.

Meeting closed at 15:27

Signed Chair Date