

Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Monday 22nd May 2023 at 17:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: M Murfet, R Stevens, P Howden, Clerk: Jan Hearsey	Cllr T Wiltshire	
Public including Councillors			

Chair Cllr M Murfet open the meeting at 17:00

HR- 2023/4 - 001 Apologies for absence

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

Cllr T Wilshire gave his apologies, his attendance waits for confirmation from the Monitoring Officer

HR- 2023/4- 002 Declarations of interest.

- a) 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-2023/4- 003 Minutes

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 8th May 2023 and to authorise the Chair to sign the official minutes.- It was **resolved** to agree to defer this item back to **Full Council**

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

HR-2023/4-004 Recruitment

- a) An update on second interviews was received and it was **resolved** to agree the way forward as to follow the advice of the interview panel



- b) It was **resolved** to agree recruitment of current vacancies in that various options will be investigated

HR-2023/4- 005 Staffing matters

- a) It was discussed and **resolved** to agree a staffing matter in part following the updated advice from the Council’s advisor. The second part had to be deferred due to legal reasons surrounding Council procedures.
- b) Clerk Jan Hearsey left the room: It was discussed and **resolved** to agree an ongoing staffing issue in that the Committee follows the updated advice from the Council’s advisors
- c) It was discussed and **resolved** to agree a new staffing issue in that the member of staff be advised to follow the advice of the members of this meeting
Clerk Jan Hearsey returned to the room

HR-2023/4-006 Training

- a) Staff training was reviewed and it was **resolved** to agree to consult with staff members regarding the training courses required

HR-2023/4-007 Policies

- a) The Employee Handbook was discussed and it was **resolved** to agree to defer and the Clerk would investigate other Council’s employee handbooks

HR-2023/4-008 Office procedures

- a) The office procedures were discussed and **resolved** to agree to recommend to **Full Council**

HR-2023/4-009 Meetings

- a) It was **resolved** to agree the next meeting as the 5th June 2023 at 17:00

Meeting closed at 19:22

Chair’s signature.....Date.....