



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Friday 7th July 2023 at 16:00 at Coubro Chambers, 11 West End, Holbeach

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

In the absence of the Chair Cllr M Murfet, it was proposed, seconded and **agreed** that Cllr R Stevens would chair the meeting.

Chair Cllr R Stevens open the meeting at 16:20

HR- 2023/4 - 021 Apologies for absence

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

Apologies were received and accepted under the delegated powers of the Clerk from: Cllr: M Murfet

HR- 2023/4- 022 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- 023 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 16th June 2023 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



HR-2023/4-024 Recruitment

- a) It was **resolved** to agree the candidates for interview for the Deputy Clerk vacancy and the interviews to take place on the 12th July.
- b) An update on the apprenticeship was received and the agreement signed

HR-2023/4-025 Staffing matters

- a) An update was received on an ongoing staffing matter following advice and it was **resolved** to agree to recommend to Council the next step.
- b) It was **resolved** to agree the detailed job description for the new groundsman in that it will remain the same as previous
- c) It was discussed and **resolved** to agree to recommend to Full Council the way forward with staff accrued hours in that they be added to annual leave
- d) It was **resolved** to agree the way forward with HR services in that Personnel Advice & Solutions are engaged immediately.

Meeting closed at 17:44

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