Holbeach
PARISH COUNCIL

Clerk/RFO: Jan Hearsey

15/08/23

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of the HR, H&S and Data Protection Committee to be held at Coubro Chambers on Monday 21st August 2023 at 14:00 at which the under mentioned business will be transacted.

Yours sincerely,

Jan Hearsey – Clerk

Agenda

HR- 2023/4 - 031 Apologies for absence
To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

HR- 2023/4- 032 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.

HR-2023/4- 033 Minutes
a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 17th July 2023 and to authorise the Chair to sign the official minutes.

HR-2023/4-034 Term of Reference
a) Following receipt of two members requests to the Clerk to suspend Standing Orders, to resolve to agree to commence a review of the committees Terms of Reference

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

HR-2023/4-035 Recruitment
a) To resolve to agree the candidates to interview for the Deputy Clerk vacancy.
b) To resolve to agree who to interview for the apprenticeship
c) To resolve to agree staffing issues

HR-2023/4-036 Staffing matters
a) To receive an update regarding an ongoing staffing matter following advice and resolve to agree to recommend to Council the next step.
b) To discuss and resolve to agree the contractual sick pay

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

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c) To receive an update on HR services
d) To resolve to agree to purchase the sickness and holiday app
e) To receive an update on the contact with the Monitoring Officer