



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Monday 17th July 2023 at 16:30 at Coubro Chambers, 11 West End, Holbeach

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

Chair Cllr Mark Murfet opened the meeting at 16:30

HR- 2023/4 - 026 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: P Howden

HR- 2023/4- 027 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- 028 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 7th July 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

Open meeting closed at 16:31

Closed meeting opened at 16:32

HR-2023/4-029 Recruitment

- a) It was resolved to agree the successful candidate for the Deputy Clerk vacancy.
- b) An update on the apprenticeship was received, the vacancy is live now.



HR-2023/4-030 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. – Nothing to update
- b) It was discussed and **resolved** to agree the detail with staff accrued hours as Open Spaces to not accrue any more after 21st July 2023 and that the current time limit to use TOIL is extended from two months to “to use within the current financial year”, therefore being added to annual leave entitlement.
- c) An update on HR services was received the Clerk had spoken with Personnel Advice & Solutions Ltd
- d) The amendments to the employee handbook were **resolved** to recommend changes to Full Council as to retain:
 - Equal opportunities policy
 - Training policy (as existing)
 - Managing stress in the workplace
 - Sickness absence policy
 - Smoking free policy
 - Drug & alcohol abuse policy
 - Mobile phone policy
 - Whistle blowing policy & procedure
 - Illness and statutory sick pay
 - Grievance & Disciplinary procedure (needs to account for Localism Act)

To have as stand-alone policies:

- Recruitment & selection policy
- Reference policy
- Appraisal system policy
- Capability procedure
- Protocol on Councillor/Officer relationships policy
- ITC policy
- Flexible working time requests
- Lone working policy & procedure
- Bullying & harassment policy & procedure
- Holiday entitlement
- Maternity leave
- Adoption leave
- Breastfeeding/expressing milk policy
- Paternity leave
- Shared paternity leave

Meeting closed at 17:00

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

Chair’s initials.....