# **Minutes of the meeting of Perton Parish Council Human Resources Committee**

# **held on Thursday 25th February 2021, 7.00pm**

Meeting held virtually via Microsoft Teams.

Members were informed that the meeting would be recorded and deleted once minutes were approved.

## **Present:**

Councillors Mrs PA Allen, AA Bourke, P Davis, D Glynn, Mrs R Heseltine

Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR17/20 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs. Mrs L Dew, K Elder, J Turner

## HR18/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR19/20 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 18th November 2020, previously distributed, were a true and correct record and signed by the Chairman.

## HR20/20 – POLICIES

1. A copy of the following documents were reviewed and updated, **Resolved** to be approved at full council.
2. Capability
3. Redundancy
4. Home working
5. Flexible Working
6. It was **Resolved** to focus on the following documents at the next meeting.
7. Emergency & Dependant Leave
8. Maternity, Paternity and Adoption
9. Attendance & Absence
10. Annual Leave

It was agreed that the following policies should come under the remit of the HR Committee

* Whistleblowing
* Training for employees and Councillors
* Contracts
* Pay and Conditions

**Resolved** that the following policies should be the responsibility of the Management Committee

* Health & Safety
* Equality & Diversity

## HR21/20 - DATE AND TIME OF NEXT MEETING

Date of next meeting Monday 15th March 2021 at 7pm

**Meeting closed at 8.23pm**

Signed ………………………………………………………………… Date: …………………………………………

Chairman