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

# **held on Thursday 15th March 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, J Turner

Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR22/20 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr K Elder

## HR23/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR24/20 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 25th February 2021, previously distributed, were a true and correct record and signed by the Chairman.

## HR25/20 – POLICIES

1. The following documents were reviewed and **Resolved** to be approved at Full Council.
2. Emergency Dependant & Dependant Leave
3. Maternity, Paternity & Adoption
4. Attendance & Absence Policy
5. Annual Leave
6. It was **Resolved** to focus on the following documents at the next meeting.
7. Training
8. Whistle Blowing – this policy to be reviewed again taking into account any case law which may affect the policy.
9. Lone Worker

## HR26/20 – VACANCY – Assistant Clerk

1. Application and Interview process – **Resolved** the temporary post to be advertised internally in the first instance.
2. Job Description - **Resolved** to accept as previously distributed
3. Probation period - **Resolved** there will be a 6 month probation.
4. Interview Panel - **Resolved** to hold interviews on Tuesday 30th March at 10am. Cllr D Glynn to scrutinise the applications. Cllrs Mrs B Walters, Mrs P Allen and Mrs R Heseltine will conduct the interviews. Cllr Mrs B Walters will conduct the 3 month review with the successful applicant.
5. Remuneration – **Resolved** the post will start at SCP18

## HR27/20 - DATE AND TIME OF NEXT MEETING

Date of next meeting Tuesday 20th April 2021 at 7pm

**Meeting closed at 9.42pm**

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

Chairman