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

# **held on Thursday 5th May 2021, 7.00pm**

Meeting held virtually via Microsoft Teams. The meeting was recorded and will be deleted once minutes are approved.

## **Present:**

Councillors Mrs PA Allen, AA Bourke, Mrs L Dew, K Elder, Mrs R Heseltine,

Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR28/20 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs P Davis and D Glynn

## HR29/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR30/20 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 15th March 2021, previously distributed, were a true and correct record and signed by the Chairman.

## HR31/20 – POLICIES

1. The following new draft policy was reviewed and **Resolved** to be approved at Full Council.
2. Whistle blowing
3. The following policies were amended and **Resolved** to be approved at Full Council.
4. Lone Worker
5. Training.

While completing all the policies it has become apparent that the Health and Safety Policy needs to be expanded on. To suggest to Full Council that a working party be set up to look at this issue.

The next piece of work for the HR Committee should be to look at the restructure which will impact on contracts and pay scales.

Staff will require some training on the process and policies of the Parish Council. **Resolved** the Clerk and Chairman of HR will look at how best to approach this.

## HR32/20 – CLERKS TRIAL APPRAISAL

The process was suitable, details the legal duties which is useful. It was felt to be a successful appraisal process. It would be useful for all councillors to see a blank form to see the detail. The Chairman of full council invited the Chairman of each committee to complete the form informally in this exceptional year.

Cllr Mrs B Walters thanked everyone involved with the HR Committee, the work covered over the last few months has been tremendous. Everyone has brought their own knowledge to help produce the many policies that have been implemented.

Thank you to all members of staff who have worked very hard with the constant changes in working patterns required during the Covid-19 situation, especially the Clerk for all the hard work required for the policies.

Cllr Mrs P Allen thanked Brenda for her hard work and involvement in preparation of all the documents reviewed.

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

Date of next meeting Wednesday 21st July 2021 at 7pm

**Meeting closed at 9.22pm**

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

Chairman