12th June 2025

**MEMBERS OF THE HUMAN RESOURCES COMMITTEE**

Dear Sir/Madam,

You are summoned to a meeting of the Human Resources Committee to be held in Perton Civic Centre on Wednesday 18th June 2025 at7.00pm.

Yours faithfully

B Hodgetts

**Becky Hodgetts**

**Clerk to the Parish Council**

*All persons attending this meeting are hereby notified that this meeting will be recorded by the Parish Council to assist the Parish Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved.*

# AGENDA

## **HR16/25** To receive apologies for absence

## **HR17/25** Declaration of Disclosable Pecuniary and other Interests and dispensation requests

## **HR18/25** To approve the minutes from HR Committee meeting held on 19th March 2025 [2025.03.19 HR minutes.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishCouncil2/ET6BaVv7WPdAl8C9DZNu01gBXSgnP03LP6OE9rgC_Lhr2Q?e=jV3KFj)

## **HR19/24** To consider and review the following policies :

1. Employee Code of Conduct [Employee Code of Conduct.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/ERE849k2mvZBvJWZvnSvsFMBQekVUZBsuT2IILFm1RPwdw?e=lUYWQb)
2. Maternity, Paternity and Adoption leave [Maternity, Paternity & Adoption Policy.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EXlzKX2E2bpMtrtNrBjDCwcBYZMA7XekXAUztD_VYlZHDw?e=bH5qOy)
3. Dependant / Emergency & Carers leave [Dependent Emergency Dependant carers Leave.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/Ee4O3CiBLrZFqOSQDfut4hwBYSv4hQSWHQD4Fk7BN6uFew?e=ArD9jB)
4. Lone worker[Lone Worker Policy.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EXBXgFbv-jFFnR7Hb5osjfgB6u2Hwwi7YG93m48exmYAOw?e=yc4Lgt)
5. Training[Training Policy b.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/Ed4-sHFNR51Kr1kqwsZUuVcBzZ_v1V-VVD_LzaVdvZRlJA?e=q6tY3b)
6. Whistle blowing [Whistle blowing policy .docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EcIVKGxAvnVGulcZedXW_TABI6nV_xIkviLShKSSXeGUVA?e=wJhDPW)
7. Employee Handbook [Employee Handbook - revised 2025.doc](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EfXHam9y9FZOk1ImUyCVnVoBm8rR0a7XtpqouAVR6UlTqg?e=bx12Kr)

## **HR20/24** Date and time of next meeting – 19th November 2025