13th March 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 19th March 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

## **HR09/24 To receive apologies for absence**

## **HR10/24 Declaration of Disclosable Pecuniary and other Interests and dispensation requests**

## **HR11/24 To approve the minutes from HR Committee meeting held on 29th March 2023**

## **HR12/24** **To consider and review the following policies :**

a) No amendments recommended:

1. Employee Code of conduct
2. Redundancy
3. Grievance

b) Amendments recommended

1. Disciplinary
2. Annual Leave
3. Flexible Working
4. Capability
5. Attendance and Absence
6. Employee Handbook

c) Further review required

1. Maternity, paternity and adoption leave
2. Dependant leave and Emergency leave

## **HR13/24 To consider and adopt the Sexual Harassment Policy**

**HR14/24 To review the revised staff appraisal form**

**HR15/24 Date and time of next meeting –** 18th June 2025