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

# **held on Wednesday 7th September 2021, 7.00pm**

## **Present:**

Councillors Mrs PA Allen, P Davis , K Elder, D Glynn & Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR01/21 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs AA Bourke, Mrs L Dew Mrs R Heseltine.

## HR02/21 – APPOINTMENT OF VICE CHAIRMAN

**Resolved** that Cllr P Davis be elected Vice Chairman of the Human Resources Committee for the year 2021/22.

## HR03/21 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR04/21 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 5th May 2021, previously distributed, were a true and correct record and signed by the Chairman.

## HR05/21 – APPRAISAL

**Resolved** to adopt the revised appraisal form for all staff members.

## HR06/21 – POLICY REVIEW TIMETABLE

**Resolved** to review the Disciplinary policy at the next meeting. All other policies to be reviewed at the start of the new councillor term in 2023

## HR07/21 – DATE AND TIME OF NEXT MEETING

No date agreed, Clerk to arrange a meeting for late October

**CONFIDENTIAL AGENDA**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

## HR08/20 – STAFFING

1. **Resolved** to recommend a permanent Assistant Parish Clerk be appointed on spinal column 28.
2. **Resolved** to recommendthe contract, job description and person specification previously distributed be used for recruitment, with minor amendments.
3. **Resolved** to recommend advertising for the post to commence on Tuesday 14th September with a closing date of 1st October. The advert to be displayed in the notice board, website and social media.
4. Interviews to be held week commencing 18th October 2021. Members of the interview panel and members to shortlist candidates were agreed.
5. Future staffing requirements were discussed.

**Meeting closed at 8.28pm**

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

Chairman