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

# **held on Wednesday 25th May 2022, 7.00pm**

## **Present:**

Councillors, P Davis, , K Elder, D Glynn, Mrs R Heseltine Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR01/22 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr, Mrs PA Allen, AA Bourke, Mrs L Dew

## HR02/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR03/22 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 13th April 2022, previously distributed, were a true and correct record and signed by the Chairman.

## HR04/22 – REVISED JOB DESCRIPTIONS

## Amendments to the job descriptions for the Civic Centre Caretaker and relief caretaker were reviewed. Clerk to confirm that the Clerks job description was amended as suggested.

## HR05/22 – EMPLOYEE CONTRACTS

Employee contract was reviewed and agreed that it covered all aspects except training.A requirement to if non-compulsory training is completed there should be a clawback option if the employee leaves the councils employment. **Resolved** clerk to take advice on wording from the District Council. Full Council has approved costs for any legal service advice.

## HR06/22 – RELIEF CARETAKER

## It was Resolved to delay this until September when requirements can be re-assessed.

## HR07/22 – DATE AND TIME OF NEXT MEETING

## Wednesday 7thh September 2022 at 7pm

**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.

## HR08/22 – STAFFING MATTERS

An update was given by the Clerk. A referral to Occupational Health has been submitted.

**Meeting closed at 8.23pm**

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

Chairman