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

# **held on Wednesday 27th November 2024, 7.00pm**

## **Present:**

Councillors: Mrs P Allen (part of meeting) Mrs S Beardsmore, K Elder, D Glynn, Mrs B Walters (Chairman),

Parish Clerk Mrs B Hodgetts

## HR01/24 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillors P Davis and Mrs R Heseltine

## HR02/24 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR03/24 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 29th March, previously distributed, were signed as a true and correct record.

**Resolved** to change order of business as per Standing Order 10 vi)

## HR04/24 –POLICIES FOR ADOPTION

## Dignity at Work – Resolved to adopt to replace Bullying & Harassment policy with minor amendments.

Cllr Mrs P Allen joined the meeting during this item.

1. Sexual Harassment –**Resolved** this policy requires further review.

## HR05/24 – REVIEW OF POLICIES

1. Employee Code of Conduct – **Resolved** further review required
2. Disciplinary – **Resolved** further review required
3. Grievance – **Resolved** further review required
4. Equality and Diversity – **Resolved** no amendments
5. Employee Handbook – **Resolved** further review required

**CONFIDENTIAL**

**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.

**HR06/24 REVIEW AND UPDATE CONTRACTS AND JOB DESCRIPTION:**

1. Parish Clerk
2. update responsibilities - **Resolved** to approve amendments
3. updated contract - **Resolved** to approve amendments
4. Assistant Parish Clerk
5. update responsibilities **Resolved** to approve amendments
6. update contracted hours – **Resolved** to approve amendments

**HR07/24 PAY SCALES**

A review of pay scales for Civic Centre staff members was undertaken. **Resolved** to recommend amendments to Full Council. All contracts to be reviewed

**HR08/24 DATE AND TIME OF MEETING – 19th March 2025**

**Meeting closed at 9.00pm**

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

Chairman