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

# **held on Wednesday 19th March 2025, 7.00pm**

## **Present:**

Councillors: Mrs P Allen, Mrs S Beardsmore, C Evans, D Glynn, Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR09/24 APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillors P Davis, K Elder and Mrs R Heseltine

## HR10/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR11/24 MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 27th November 2024, previously distributed, were signed as a true and correct record.

## HR12/24 POLICIES FOR REVIEW

1. Review

## Employee Code of Conduct – Resolved no amendments recommended

## Redundancy – Resolved no amendments recommended

## Grievance – Resolved to amend the appeal process

1. Amendments recommended
2. Disciplinary - **Resolved** to amend as necessary
3. Annual Leave - **Resolved** to amend as necessary
4. Flexible Working - **Resolved** to amend as necessary
5. Capability - **Resolved** to amend as necessary
6. Attendance and Absence - **Resolved** to amend as necessary
7. Employee Handbook - **Resolved** to amend as necessary
8. Further review required
9. Maternity, paternity and adoption leave
10. Dependant leave and Emergency leave

## HR13/24 SEXUAL HARRASSMENT POLICY

Sexual Harassment – **Resolved** to adopt the policy.

## HR14/24 STAFF APPRAISAL

**Resolved** to approve the revised staff appraisal form.

**HR15/24 DATE AND TIME OF MEETING** – 18th June 2025

**Meeting closed at 8.20pm**