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

# **held on Wednesday 18th June 2025, 7.00pm**

## **Present:**

Councillors: D Glynn, K Elder, Mrs R Heseltine and Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR01/25 APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillors Mrs P Allen, P Davis and C Evans.

## HR02/25 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR03/25 MINUTES

**Resolved** that the minutes of the HR Committee meeting held on19th March 2025, previously distributed, were signed as a true and correct record.

## HR04/25 POLICIES FOR REVIEW

The following policies were reviewed and recommendations made to Full Council:

To change the order of business – as per standing order 10a vi)

1. Employee Code of Conduct – move to the end of the policies.
2. Maternity, Paternity and Adoption leave – **Resolved** to recommend with amendments.
3. Dependant / Emergency & Carers leave – **Resolved** to recommend with amendments.
4. Lone worker – **Resolved** to recommend no amendments required.

Other security issues at the Civic Centre were discussed. The emergency doors at the bottom of the stairs to be closed at all times. To recommend to full council that a larger monitor for showing more of the CCTV cameras is required in the Clerk’s office. The smaller screen to be moved to the reception office, if possible, this will allow the caretakers a view of upstairs.

The Boardroom door nearest to the projector screen to be locked at all times when not in use.

1. Training – **Resolved** to recommend with amendments
2. Whistle blowing – **Resolved** to recommend no amendments required
3. Employee Handbook **Resolved** to recommend with amendments
4. Employee Code of Conduct: **Resolved** to recommend with amendments. The discussion of an allotments Code of conduct was held. There have been a few issues at the site with a very small minority of plot holders. It was **Resolved** to look at creating a Code of Conduct based on the Employee Code of Conduct.

**HR05/25** Date and time of next meeting – 19th November 2025

**Meeting closed at 8.30pm**