



# Helsby Parish Council

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25<sup>th</sup> January 2023

**To: Members of the Human Resources Committee**

You are hereby summoned to attend a Human Resources Committee meeting of Helsby Parish Council on Tuesday 31<sup>st</sup> January 2023 at 7.00pm in the parish office at Helsby Community Sports Club for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

**Claire Jones, Clerk and Responsible Financial Officer**

## **AGENDA**

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To receive apologies for absence; apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the previous meeting held on 14<sup>th</sup> December 2022.
5. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
6. To discuss the Human Resources Committee budget for the year 2022/23 and for the forthcoming fiscal year 2023/24 as follows:

Budget Heading Code	Description	Budget 2022/23 £	Budget Spend to Date £	Predicted To 31/03/23 £	Agreed Budget 2023/24 £
240	Cllr/emp training	1100	409	500	600

Footnotes:

- i) Budget for 2023/24 – main areas of expenditure likely to be CPD for the Clerk (see latest workplan) and introductory training for new councillors following the 2023 elections.
- 7. Annual appraisal/workplan for the Clerk (draft workplan attached) – to report on the annual appraisal held on 20<sup>th</sup> January and to review the Clerk’s workplan/consider any adjustments as necessary. To consider putting any relevant actions as proposed in the appraisal to the next Full Council meeting.
- 8. To consider outsourcing the Council’s payroll service (see attached report).
- 9. To note the contents of the Clerk’s job evaluation carried out by ChALC on 12<sup>th</sup> January 2023 and to consider preparing a revised contract for the Clerk.
- 10. To consider the following amendment to the ‘Programme for New Councillors’ document: to define the roles of the existing councillors, including the Chair, and the Clerk more clearly.
- 11. To discuss any urgent matters requiring immediate attention – for info only.
- 12. Date of next meeting – to be confirmed.

**Confidential Matters**

- 13. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the public and the press as well as the Clerk leave the meeting during consideration of the following: To review and recommend any changes to the Clerk’s hours of work.

Email: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) Phone: (01928) 726433

Core members of this committee are: Cllrs. Temple, Marsh, Branigan, Garrity and Duffy