



Helsby Parish Council

Minutes of the Human Resources Committee meeting held at 6.18pm in the Parish Office at Helsby Community Sports Club on Wednesday 15th December 2021

Present:

Cllr. Sarah Temple (Chairman)
Cllr. Margaret Marsh
Cllr. Terry O'Neill
Cllr. Paul Standing

Also present:

Claire Jones Parish Clerk

1. Public Participation – It was **RESOLVED that the meeting be suspended for public participation – HR40/21**. There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HR41/21**.
2. Apologies were received and accepted from Cllrs. Duffy and Branigan.
3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Human Resources Committee meeting held on 28th September 2021 be accepted as accurate and duly signed by the Chairman – HR42/21**.
5. Matters arising. Under Item 9, it was noted that it had been agreed at Full Council to review the Clerk's working hours once her CiLCA training had commenced rather to increase them from November 2021 as proposed under resolution HR36/21. Under Item 7, it was noted that contracts had been discussed at length at the last Standing Orders committee and amendments had been made on the basis of NALC's model version. Cllr. Temple reported that she was still working on the development of a new councillor induction framework (Item 10).
6. Human Resources Committee budget 2022/23. It was **RESOLVED that the Human Resources Committee recommend the following budget for 2022/23 totalling £1100 for the inspection and approval of the Finance Committee – HR43/21**.

Budget Heading Code	Description	Budget 2021/22 £	Budget Spend to Date £	Predicted to 31/03/22 (£)	Budget recommended 2022/23 (£)
240	Cllr/Emp Training	1000	840	1000	1100

Footnotes:

- i) Payments made to date - SLCC Conference £30, ICCM training course £162, CiLCA registration fee (£410) and various Chalc and Nalc training courses (£238). Budget for 2022/23 – main areas of expenditure likely to be the clerk’s training for her CiLCA qualification.

- 7. Date for Clerk’s annual appraisal. It was agreed that the Clerk would circulate a date for a meeting with Cllrs. Temple and O’Neill before the next HR Committee meeting on 25th January. It was also noted that the ‘Preparation for Appraisal: Appraiser’ form in the Appraisal and Training Policy would be circulated to all Councillors for their input before the meeting.

- 8. Clerk’s CiLCA update and weekly hours worked. The Clerk outlined that she had registered for CiLCA on 1 December and she had 12 months to complete the course. It was outlined that she would aim to complete one of each of the five modules every two months. In relation to her working hours, it was noted that she had accrued 17.5 hours and some of this would be taken over the Christmas period.

- 9. No matters requiring immediate attention were raised.

- 10. Date of next meeting – Tuesday 25th January 2022.

The meeting closed at 6.30pm

Chairman’s signature Dated.....

Core members of this committee are: Cllrs. Temple, Marsh, O’Neill, Duffy, Standing and Branigan.

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