



Helsby Parish Council

Minutes of the Human Resources Committee meeting held at 7.53pm in the Parish Office at Helsby Community Sports Club on Monday 24th January 2022

Present:

Cllr. Sarah Temple (Chairman)
Cllr. Margaret Marsh
Cllr. Terry O'Neill
Cllr. Peter Duffy
Cllr. Mike Branigan

Also present:

Claire Jones Parish Clerk

1. Public Participation – It was **RESOLVED that the meeting be suspended for public participation – HR01/22**. There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HR02/22**.
2. No apologies were received. Cllr. Standing did not attend.
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 15th December 2021 be accepted as accurate and duly signed by the Chairman – HR03/22**.
5. Matters arising. Nothing was raised.
6. The Human Resources Committee budget for 2021/22 and the agreed budget for 2022/23 was noted as follows:

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

The following was also noted:

- 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. Clerk’s annual appraisal and workplan. It was noted that the Clerk’s annual appraisal had been held on 17th January with Cllrs. O’Neill and Temple. Cllr. Temple outlined that the Council were in agreement that the Clerk was doing a great job and had successfully achieved many of the objectives as set out in her workplan. In order to assist with her CiLCA qualification in 2022, it was agreed that the Clerk would set aside every Friday as study time. It was outlined that a number of training courses had also been identified for the coming year. Cllr, O’Neill felt it was important for the Council to adopt a lone working policy. A draft workplan was presented for discussion. It was **RESOLVED to recommend to Full Council to approve the 2022 Clerk’s workplan – HR04/22.**

8. Appraisal and Training Policy Update – it was agreed that the policy had provided an effective framework for the Clerk’s first formal appraisal. It was **RESOLVED to recommend the following minor adjustments for approval by Full Council: to remove any references to the general assistant post and to reword ‘Name’ to ‘Appraiser Name’ in Appendix 2 – HR05/22.**

9. Recruiting New Councillors Course. Cllr. Temple summarised the main points of a recent Breakthrough Communications course that she had attended on strategies to identify and recruit new local councillors. It was noted that raising awareness of the Council should be an ongoing process and that local residents should be informed about what the Council does and doesn’t do (e.g. through a dedicated page on the website, by attending local events). A ‘buddy system’ and formalised induction programme for new councillors was also recommended. Cllr. Branigan outlined that he had made an initial approach to Tesco with a suggestion to have a HPC visual display screen at the supermarket. It was agreed for him to work with Cllr. Ellams to put a more detailed proposal forward. It was felt that the proposed consultation exercise in 2022 could also offer an opportunity to better engage with the local community. It was agreed that this issue would be discussed further at the next Full Council meeting and any ideas for new councillor recruitment would be added to the Clerk’s workplan under the ‘Ongoing Council Business (Led by Councillor)’ section.

10. Draft framework for new Councillor induction/support. Cllr. Temple presented a draft framework document along with an accompanying draft induction pack and list of acronyms for discussion. It was proposed for the framework document to form the initial basis for discussions, followed by a meeting with the Clerk where she could then introduce the more detailed induction pack, intended for reading at leisure. It was **RESOLVED to recommend to Full Council to approve the draft framework and induction pack/list of acronyms – HR06/22.**

11. No matters requiring immediate attention were raised.

12. Date of next meeting – to be confirmed.

The meeting closed at 8.35pm

Chairman’s signature Dated.....