



Helsby Parish Council

Minutes of the Human Resources Committee meeting held in the Committee Room at Helsby Community Centre at 7.00pm on Tuesday 28th September 2021

Present:

Cllr. Sarah Temple

Cllr. Peter Duffy

Cllr. Paul Standing

Cllr. Terry O'Neill

Also present:

Claire Jones Parish Clerk

1. Election of Chair – Following the resignation of Cllr. Fincham, it was **RESOLVED to elect Cllr. Temple as Chair of the HR Committee – HR33/21.**
2. Election of Vice Chair – it was outlined that Cllr. Marsh had agreed to join the committee. In her absence, it was **RESOLVED to elect Cllr. Marsh as Vice Chair of the HR Committee subject to her agreement – HR34/21.**
3. Public Participation – no members of the public were present.
4. Apologies for absence were received from Cllr. Marsh. Cllr. Branigan did not attend.
5. Declarations of Members' Interests. None were received/reported.
6. Confirmation of previous minutes. It was **RESOLVED to approve the minutes dated 29th June 2021 – HR35/21.**
7. Matters arising from the previous meeting. The Clerk outlined that she had taken advice from SLCC on the usual length of contracts. It was noted that SLCC had advised that the Council could award long-term contracts but that *'they may wish to put in review dates e.g. fixed term initially for a year to be reviewed annually, or bi-annually. This negates the need to go through tendering every year, but allows for a supervision/assessment of the work provided.'* On the basis of this advice, it was suggested that the length of contracts could be considered for inclusion in the Standing Orders and this would be discussed at the next meeting of the Standing Orders Committee in November.
8. Committee members noted the 2021/22 budget as outlined in the table overleaf and the training courses that had been attended so far. It was noted that the budget level for training could be exceeded due to the Clerk's CiLCA qualification (£410 registration fee plus potentially some additional training costs). The Clerk outlined that she would shortly be attending an SLCC conference at a cost of £30 and Cllr. Temple had expressed an interest in attending a number of courses on VAT.

Budget Heading Code	Description	Budget 2021/22 (£)	Budget Spend to Date (£)	Predicted to 31/03/22 (£)
240	Cllr/emp training	1000	153.42	1000

9. Clerk’s Mid-Year Appraisal/Workplan – Cllr. Temple outlined that she and Cllr. O’Neill had met with the Clerk on 24 September to carry out her mid-year appraisal. In general, it was agreed that feedback had been positive all round. It was noted that Cllr. Temple had prepared a report of the meeting for the Clerk’s records and this would also be circulated to Cllr’s. Duffy and Marsh as Vice Chairs of the Council and HR Committee respectively. It was agreed that the Chair of the Council would have regular meetings with the Clerk to keep a record of her monthly working hours and to help with the prioritising of any activities. The Clerk agreed to issue reports for meetings as early as possible.

It was noted that a revised workplan had been updated and circulated following the discussions held during the mid-year appraisal. Cllr. Temple expressed concern that the estimated time taken to complete the tasks set out in the workplan over the next 12 months was considerably greater than the Clerk’s current working hours. It was noted that this was largely due to the CiLCA training which would take approximately 400 hours (66 days). As a solution and with agreement by the Clerk, it was **RESOLVED to recommend to Full Council to increase the Clerk’s annual working hours by 400 hours at her current salary to be undertaken over a period of 12 months starting November 2021 – HR36/21.** It was agreed that an addendum to her contract would be drawn up to set out the temporary extension of hours. The Clerk also agreed to keep a record of her hours spent on CiLCA.

10. Update on the Clerk’s training programme and councillor training. It was noted that a virtual training schedule from ChALC had been circulated. Committee members wished to record that they strongly recommended all councillors to attend any relevant training courses. In relation to ChALC’s partner Breakthrough Connections events, it was requested that the Clerk be notified of any requests prior to registration. Cllr. Temple suggested that the Council should develop an induction programme for new councillors with longer-standing members acting as mentors. It was also suggested that they should meet with the Clerk, the Chairs of each Committee and Cllr. O’Neill as the ChALC representative. It was **RESOLVED to recommend to Full Council that the HR Committee would develop a new councillor induction framework – HR37/21.** Cllr. Temple agreed to circulate some ideas for the discussion to Committee members and the Clerk agreed to liaise with SLCC and NALC to source any relevant templates. A short discussion was also held on the potential development of a succession management plan for future Chairs and Vice Chairs. It was agreed that the Vice Chair of the Council would approach individual councillors during their year in office to identify any potential future candidates for Chair/Vice Chair.

11. Annualised hours update – It was noted that the Clerk was keeping a weekly record of working hours and her accumulated additional hours had fallen considerably since her last

review in February. It was also noted that Cllr. O'Neill had agreed to act as the Clerk's point of contact and that Cllr. Temple would assist with any more formal activities as and when required.

12. No urgent matters were raised.

13. It was noted that the date of the next meeting was 15th December 2021.

14. Part B – Exclusion of the Press and Public. It was **RESOLVED that the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972 – HR38/21.**

PART B – Exclusion of the Press and Public

15. Confidential Item – The Committee discussed the tenders that had been received for the cemetery and general maintenance contract and agreed to recommend the appointment of one of the tenderers to Full Council.

The meeting closed at 8.10pm.

Chair's signature Dated.....