



Helsby Parish Council

Minutes of the Human Resources Committee meeting held at 7pm in the Parish Office at Helsby Community Sports Club on Tuesday 31st January 2023

Present:

Cllr. Sarah Temple (Chairman)
Cllr. Peter Duffy
Cllr. Margaret Marsh

Also present:

Claire Jones Parish Clerk

1. Public Participation – No matters were brought to the Committee’s attention.
2. Apologies were noted from Cllr. Branigan. Cllr. Garrity 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 14th December 2022 be accepted as accurate and duly signed by the Chairman – **HR01/23**.
5. Clerk’s Report. Under Item 5, it was noted that Cllr. Temple had circulated some information on councillor recruitment following a course she had attended on the subject. It was agreed that ways to encourage new councillors would be explored, if required, after the parish council elections in May.
6. The Human Resources Committee budget for the year 2022/23 was noted as well as the agreed budget for 2023/24.

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

It was noted that the main areas of expenditure were likely to be continuing professional development for the Clerk and introductory training for new councillors following the 2023 elections.

7. Clerk’s Annual Appraisal and Workplan - It was noted that the Clerk’s annual appraisal had been held on 20th January with Cllrs. Duffy and Temple. Cllr. Temple outlined that the Council were in agreement that it had been a very good year for the Clerk and she had

successfully achieved many of the objectives as set out in her workplan, particularly the completion of the CiLCA qualification. Members worked through the draft workplan and the following amendments were agreed:

- Correct leave entitlement to 23 days;
- Specify target dates more clearly in the “By When” column; and
- Modified RSK and AQMS leases to have the same completion date i.e. by Mar 23.

It was agreed that the amended version would be presented to the next Full Council for approval and it would be updated again following the Clerk’s mid-year review later in the year.

Cllr. Temple outlined that a number of ways to reduce the Clerk’s workload had been discussed during her appraisal. As a result, it was **RESOLVED to recommend the following actions to Full Council:**

- **To disband the HR Committee from May 2023, for the Chair and/or Vice Chair of the Council to act as a single point of contact for day-to-day HR issues with the Clerk and to hand over review of employee-related procedures to Council – HR02/23;**
- **To disband the Health and Safety Committee from May 2023 and to hand over relevant duties to other committees or the Clerk – HR03/23; and**
- **Not to hold full Parish Council Meetings in August and to avoid scheduling any committee meetings during this month – HR04/23;**

If carried, it was agreed that the duties of the HR Committee and Health and Safety Committees defined in Standing Orders would be reviewed and Standing Orders would need to be amended in due course.

It was noted that reviewing the Council’s policies and procedures was also considerably time-intensive for the Clerk. On this basis, it was **RESOLVED to recommend to Full Council:**

- **To set up a working group consisting of the Chair and Vice Chair of the Council along with the Chairs of the relevant committees to consider the Council’s policies or procedures and to allocate the most appropriate committee or councillor to review – HR05/23; and**
- **All members of the Council to be invited onto the Standing Orders Committee and to consider a second annual meeting of this committee if required – HR06/23.** The name of the Standing Orders Committee could also be changed to reflect a wider remit e.g. Policies and Procedures Committee.

The Clerk agreed to circulate a list of policies and procedures along with any template documents, as and when required.

It was noted that training requirements and specialist support on particular topics had also been considered for the Clerk during the appraisal process. It was **RESOLVED to recommend to Full Council:**

- **To explore the engagement of specialist IT services (Clerk and Cllr. Ellams) – HR07/23; and**

- To approve further training for the Clerk including courses on GDPR, computer management, risk and insurance, granting dispensations, delegatory powers, manual handling and conflict management – **HR08/23**.
8. Outsourcing Payroll. A report was discussed which outlined some of the benefits of outsourcing the Council’s payroll service. It was **RESOLVED to recommend to Full Council to outsource the Council’s payroll service in its entirety, including the processing of payments – HR09/23**. The Clerk agreed to speak to individual companies for further details/costs and to make recommendations on a preferred supplier.
 9. The contents of the Clerk’s job evaluation carried out by ChALC on 12th January 2023 was noted. It was agreed that the recommendations would be proposed in a revised contract for the Clerk which would be considered by Full Council in due course. The Clerk agreed to forward a copy of SLCC’s Model Template Contract to members along with a copy of her current contract. Cllr. Temple agreed to draw up a revised draft document/supporting letter and circulate this to members and ChALC for comment.
 10. It was RESOLVED to make the following amendments to the ‘Programme for New Councillors’:
 - **First bullet heading - amend to ‘HPC Chair to assign a more experienced councillor as a ‘buddy’/mentor at the meeting where they join as a new councillor’– HR10/23;**
 - **Second bullet heading – amend to ‘Clerk to arrange a meeting as soon as possible after the new councillor has joined to discuss the following...’ – HR11/23;** and
 - **Third bullet heading – amend to ‘For each major Committee – Environment, PCA, Finance – Chair of each committee will arrange an informal discussion and invite the new councillor to attend a committee meeting’ – HR12/23.**
 11. To discuss any urgent matters requiring immediate attention – none were raised.
 12. Date of next meeting – to be confirmed.

Confidential Matters - Exclusion of the Press and Public and the Parish Clerk

13. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **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 recommend to Full Council to increase the Clerk’s hours of work from 30 to 33 per week – HR13/23.**

The meeting closed at 8.25pm

Chairman’s signature Dated.....