

Helsby Parish Council

Minutes of the Human Resources Committee meeting held at 7pm on 28th January 2019 in the Committee Room

Present: -

Cllr. Terry O’Neill – Chairman	Cllr. Michelle Massey – Vice-Chair	Cllr. Alan McKie
Cllr. Chris Ellams	Cllr. Peter Duffy	Cllr. Sarah Temple

1. Public Air Time. Proposed by Cllr. Ellams, seconded by Cllr. Duffy and **RESOLVED – that the meeting be suspended for public participation – HR01/19.** There being no matters brought to the committee’s attention it was proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HR02/19.**

2. Apologies – none as all members were present.

3. Declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011 – none reported.

4. Minutes of the previous meeting. Proposed by Cllr. Duffy, seconded by Cllr. Massey and **RESOLVED – that the minutes of the Human Resources Committee held on 12th Dec 18 be accepted as accurate and duly signed by the Chairman – HR03/19.**

5. Matters arising from the previous minutes – no matters reported.

6. Review of the Human Resources Committee budget for the current year 2018-19 and ensuing fiscal year 2019/20. The budget had been increased in readiness to train new / existing councillors as appropriate – duly noted.

Budget Heading Code	Description	Budget 2018/19 £	2018/19 Spend to date £	Predicted To 31/03/19	Budget 2019/20 £
240	Cllr/emp training	500	295	500	700

7. The committee had been tasked to consider taking on a replacement / assistant to the Parish Clerk. Much discussion ensued briefly as follows: -
 - The existing office is cramped and would not accommodate the amount of furniture and equipment required for two persons working alongside each other. A permanent office for the Parish Council would be included in the new Sports Club building. It was estimated that this could be ready to move into (subject to the Parish Council’s approval) early 2020;
 - The timing. There was no point in taking someone on other than to take over from the Clerk when she retired. Otherwise we would end up training them and they could apply for the next Clerk vacancy that came up elsewhere;

- The date the Clerk gave for her retirement was November 2021. It would be more helpful, to the Parish Council, if a replacement Clerk could be in post by November 2020 to gain a full years training on the ‘year in the life’. This would ensure continuity (as much as could possibly be predicted at this point);
 - A member of staff may be required, in the interim period, to manage the Community Centre;
 - Modern apprentices. Due to the lack of qualified clerks or people with local council experience to take on Clerk vacancies, it was suggested that Chalc consider apprentice training – Cllr. O’Neill to take this up with the Chief Officer;
 - Proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED – 1) that the Parish Council be RECOMMENDED to consider taking on staff in 2020/21 to train in readiness to replace the role of Parish Clerk in November 2021; 2) to place the amount budgeted in 2019/20 £12,000 into a contingency fund in the event that part-time staff is/are required in the ensuing fiscal year – HR04/19.**
8. Urgent matters – none reported.
9. Date of the next meeting – tba.

The meeting closed at 7.15pm

Chairman’s signature..... Dated.....

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