



Helsby Parish Council

Minutes of the Human Resources Committee meeting held virtually at 7pm on Wednesday 25th January 2021 via Zoom

Present:

Cllr. Sarah Temple– Chair
Cllr. Terry O’Neill – Vice Chair
Cllr. Peter Duffy
Cllr. Mike Branigan
Cllr. Michelle Massey
Cllr. Allan Fincham

Also present:

Claire Jones Parish Clerk

1. Election of Chair – Following the resignation of Cllr. Porter, it was proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED to elect Cllr. Temple as Chair of the HR Committee – HR01/21**. In addition, it was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to elect Cllr. Fincham as a member of the HR Committee – HR02/21**. Cllr. Temple wished to record her thanks to Cllr. Porter for her previous service in chairing the committee.
2. Public Air Time – Proposed by Cllr. Duffy, seconded by Cllr. Branigan and **RESOLVED that the meeting be suspended for public participation – HR03/21**. As no matters were brought to the Committee’s attention, it was proposed by Cllr. Duffy, seconded by Cllr. Branigan and **RESOLVED that Public Air Time be closed and the meeting reconvened – HR04/21**.
3. No apologies were received.
4. No declarations of interest were made.
5. Minutes of the previous meeting. Proposed by Cllr. Duffy, seconded by Cllr. Branigan and **RESOLVED that the minutes of the Human Resources Committee meeting held on 25th November 2020 be accepted as accurate – HR05/21**. They would be signed by the Chair at the earliest opportunity.
6. Matters arising from the previous minutes – Cllr. Temple outlined that the appraisal and training policy had been adopted by Full Council. It was agreed that it would not be appropriate to hold a full appraisal with the clerk this year but an informal feedback session would be held between the clerk and the Chairs of the HR Committee and Full Council. Cllr. Temple agreed to e-mail all members for any views beforehand.

7. Committee members discussed the HR Committee budget for the year 2020/21:

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £
240	Cllr/emp training	700	1074	1074

A slight overspend was noted, mainly due to the take up of ICCM cemetery training. Cllr. Temple outlined that that the training budget had been increased slightly for 2021/22. She advised members not to feel constrained if they wished to undertake training as there were funds available.

8. Workplan for clerk – A draft workplan for the clerk had been circulated in advance of the meeting for consideration. It was suggested that members should get more actively involved in Council projects in future in order to enable the clerk to focus on the priority areas of work outlined in her workplan. It was agreed that Cllr. Temple would liaise with the clerk to confirm values for the estimated number of days and other minor changes and produce a final draft of the 2021 workplan for discussion by Full Council on 8 February. It was noted that the plan, once approved by Full Council, would be reviewed every 3 months or so as tasks progressed. It was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to approve the clerk’s workplan for 2021 and to recommend approval of the final draft by Full Council – HR06/21.**
9. Annualised hours – It was agreed that a document setting out the principles for annualised hours would be prepared by Cllr. Temple for approval in advance of the process being trialled from April. In the meantime, it was agreed that the clerk would keep a record of her hours worked. The clerk’s core working hours would be considered as part of this process, along with any associated IT needs.
10. No matters requiring immediate attention were raised.
11. It was noted that the next meeting would be held on Wednesday 10th February at 7pm.
12. Part B – Exclusion of the Press and Public. It was proposed by Cllr. Temple, seconded by Cllr. O’Neill and **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 – HR07/21.**

PART B – Exclusion of the Press and Public

13. Confidential Item – The Part B minutes of the previous meeting were agreed.
14. Confidential Item - The Committee discussed the future requirements for the general assistant role.

The meeting closed at 20.22.

Chair’s signature Dated.....