



Helsby Parish Council

Minutes of the Human Resources Committee meeting held virtually at 7pm on Wednesday 25th November 2020 via Zoom

Present:

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

Also present:

Claire Jones Parish Clerk

1. Public Air Time – Proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED that the meeting be suspended for public participation – HR08/20**. As no matters were brought to the Committee’s attention, it was proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED that Public Air Time be closed and the meeting reconvened – HR09/20**.
2. No apologies were received.
3. No declarations of disclosable interests were made.
4. 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 28th September 2020 be accepted as accurate – HR10/20**. They would be signed by the Chair at the earliest opportunity.
5. No matters were raised from the previous minutes of 28th September 2020.
6. Committee members discussed the 2020/21 budget and the proposed budget for the forthcoming fiscal year 2021/22 as set out in the table below:

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £	Budget recommend for 2021/22 £
240	Cllr/emp training	700	354	1029	1000

It was noted that payments made to date were as follows: SLCC Conference £30 and ICCM training course £324. A number of other payments were to be made shortly: 2 additional ICCM courses (£376), ILCA qualification (£99) and various Chalc training courses (around £200). This would result in a slight overspend on the budget this year, largely due to the cemetery training courses. The clerk set out a proposed figure of £1,000 for the budget for 2021/22. She suggested that the main areas of expenditure were likely to be the clerk's CILCA qualification at £410 plus training costs, health and safety training for a new general assistant if recruited (brushcutter course approx. £300, first aid training approx. £30) and various ChALC training courses both for the clerk and for councillors. It was proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED to approve a figure of £1,000 under budget code 240 for the 2021/22 fiscal year - HR11/20.**

7. Cllr. Porter presented a draft appraisal and training policy for Council staff. She also agreed that she would recirculate the proposed workplan for comment. It was proposed to start the clerk's appraisal process in January. It was agreed to include the vice chair of the full council and the vice chair of the HR committee in the policy to offer more flexibility for carrying out appraisals. Cllr. Porter encouraged all councillors to provide feedback about the clerk in advance of the appraisal. Cllr. Temple suggested that the clerk's progression through the pay scales could be looked at alongside the policy. It was proposed by Cllr. Porter, seconded by Cllr. Duffy and **RESOLVED to approve the appraisal and training policy - HR12/20.** It was agreed that subject to several small adjustments by Cllr. Porter, the policy would be presented to Full Council for approval in December.
8. It was proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED to increase the Clerk's minimum leave entitlement from 21 to 22 days (to be prorated based on the Clerk's current working hours) following a recent agreement by the National Joint Council for Local Government Services – HR13/20.** It was noted that in addition to this, there were also all normal bank and public holidays and 2 statutory days' leave (already set out in the clerk's contract).
9. Cllr. Porter outlined that work was being carried out to create some principles for the clerk to work on an annualised hours basis. It was agreed that this would be piloted at the earliest opportunity and if successful, could be formalised from the new annual leave year beginning 1 April 2021 for a 12-month trial period. This would include an opportunity for a feedback/review/adjust as necessary point in April 2022. Cllr. Porter agreed to circulate some suggested principles along with the appraisal and training policy to all councillors in advance of the next Full Council meeting in December.
10. No matters requiring immediate attention were raised.
11. The next meeting will be held on Monday 25th January 2021 at 7pm.
12. Part B – Exclusion of the Press and Public. It was proposed by Cllr. O'Neill, seconded by Cllr. Duffy 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 – **HR14/20**.

PART B – Exclusion of the Press and Public

13. Confidential Item – The Committee discussed the future requirements for the general assistant role.

The meeting closed at 20.12.

Chair's signature Dated.....