



# Helsby Parish Council

## Minutes of the Human Resources Committee meeting held virtually at 7pm on Monday 28<sup>th</sup> September 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. Massey, seconded by Cllr. Duffy and **RESOLVED that the meeting be suspended for public participation – HR01/20**. 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 – HR02/20**.
2. No apologies were received.
3. No declarations of disclosable interests were made.
4. Minutes of the previous meeting. Proposed by Cllr. Massey, seconded by Cllr. Duffy and **RESOLVED that the minutes of the Human Resources Committee meeting held on 16<sup>th</sup> December 2019 be accepted as accurate – HR03/20**. They would be signed by the Chair at the earliest opportunity. The Chair welcomed Cllrs. Temple and Branigan to the committee.
5. No matters were raised from the previous minutes of 16<sup>th</sup> December 2019.
6. Committee members noted the 2020/21 HR budget as outlined in the table below. It was outlined that the budget level for training was likely to be exceeded. It was noted that the Council had approved attendance at 3 ICCM cemetery training courses (£700) and the SLCC’s virtual conference (£30) - invoices to follow. See also Agenda Item 11.

Budget Heading Code	Description	Budget 2020/21 (£)	Budget Spend to Date (£)	Predicted to 31/03/21 £
240	Cllr/emp training	700	0	700

7. Brushcutter/trimmer training requirements – it was noted that the clerk had made contact with company, Kentra Training Ltd, who had carried out the last training course with the general assistants in April 2017. The company had outlined that the training lasted for up to 5 years (referencing HSE legislation) so it was agreed that the general assistant could continue to use this machinery.
8. National Joint Council for Local Government Services (NJC) new pay scales for 2020-21. It was proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED to increase the clerk’s salary in line with NJC’s new pay scale and backdate any payments to 1 April 2020 – HR04/20**. Cllr. Porter agreed to calculate the pro-rata increase taking advice from ChALC and share any information with the committee. It was proposed by Cllr. Duffy, seconded by Cllr. Massey and **RESOLVED to increase the general assistant’s hourly pay rate in line with Cheshire West and Chester Council’s most recent Local Living Wage rate of £9.30 per hour and to backdate any payments to 1 April 2020 – HR05/20**.
9. It was outlined that Cllrs. Duffy and Porter had carried out a probationary review with the clerk. They were satisfied that the clerk had met expectations. During the review, they had recommended drafting a workplan for the clerk, with more community involvement for the role - clerk to arrange a meeting to discuss. It was proposed by Cllr. O’Neill, seconded by Cllr. Massey and **RESOLVED that the clerk had successfully passed her probationary period – HR06/20**.
10. The clerk presented for consideration a draft appraisal and training policy along with a performance appraisal template for council staff. Cllr. Temple outlined that she found it difficult to distinguish between development and performance (she suggested a change to the proposed performance ratings in this respect) and suggested that the template forms could include more detail about objectives. Cllr. Temple to send comments to Cllr. Porter for consideration and a revised draft to be circulated prior to the next meeting.
11. It was proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED to approve the following training for the new clerk: Introduction to Local Council Administration (ILCA) qualification at a cost of £99 plus VAT, SLCC’s New Clerk Webinar at a cost of £10 plus VAT and three finance courses being run by ChALC at a cost of £30 each – HR07/20**.
12. Cllr. Porter outlined that during the clerk’s probationary review, a suggestion had been raised for the clerk to move from fixed to annualised working hours to allow for greater flexibility. Committee members were generally in favour and Cllr. Porter agreed to draft a formalised agreement. It was also felt important that the clerk had some structured core hours.
13. It was noted that the Council had completed a re-declaration of compliance with the Pensions Regulator under the Pensions Act 2008 on 2 April 2020. To note: the next re-declaration will be due in April 2023.

14. It was agreed to postpone a discussion in relation to the future requirements for the general assistant role until the next meeting. The Chair requested that the next HR Committee meeting be held separately from the other committee meetings on 9<sup>th</sup> December to ensure that there was sufficient time for this discussion.

15. No matters requiring immediate attention were raised.

16. Date of next meeting – **Wednesday 25<sup>th</sup> November 2020 at 7pm.**

The meeting closed at 19.38.

Chair's signature ..... Dated.....