



# Helsby Parish Council

## Minutes of the Human Resources Committee meeting held in the Upper Hall at Helsby Methodist Church at 7.00pm on Tuesday 29<sup>th</sup> June 2021

### Present:

Cllr. Sarah Temple  
Cllr. Allan Fincham  
Cllr. Paul Standing

### Also present:

Claire Jones Parish Clerk

1. Public Participation – no members of the public were present.
2. Apologies for absence were received from Cllrs. Branigan, O'Neill and Duffy.
3. Declarations of Members' Interests. None were received/reported.
4. Confirmation of previous minutes. It was **RESOLVED to approve the minutes, including the Part B section, dated 8<sup>th</sup> March 2021 – HR25/21.**
5. Matters arising from the previous meeting. None were raised.
6. Committee members noted the 2021/22 budget as outlined in the table below and the training courses that had been attended so far. It was outlined that the budget level for training could be exceeded due to the Clerk's potential enrolment for the CiLCA qualification (see Agenda Item 8). It was agreed that the budget would be monitored as the year progressed.

Budget Heading Code	Description	Budget 2021/22 (£)	Budget Spend to Date (£)	Predicted to 31/03/22 (£)
240	Cllr/emp training	1000	153.42	1000

7. Future potential recruitment for the previous role of General Assistant. The Clerk and committee members agreed that they were very satisfied with the contractor taken on to fulfil the previous general assistant's duties in the short-term. It was therefore **RESOLVED to recommend to Full Council not to seek to recruit a general assistant but to continue with a contractor and to look to go out to tender again before the current contract expired at the end of October – HR26/21.** The Clerk agreed to draft a new specification and to seek tenders in advance of the next HR Committee meeting in September. It was also agreed that advice would be taken on the usual length of similar contracts.

8. CiLCA qualification – Members considered a report in relation to the Clerk commencing SLCC’s CiLCA (Certificate in Local Council Administration) programme. It was outlined that the Clerk had recently completed her introductory ILCA qualification and was seeking approval for the Council to pay the CiLCA fees, and other associated costs, to enable her to commence the training programme in October. It was **RESOLVED to recommend to Full Council: to approve a Training Costs Agreement for the clerk to register for the CiLCA qualification (including a £410 enrolment fee); to offer her study time to complete the course as part of her paid role; and to pay for any optional training and reference material as required (including a copy of Arnold-Baker’s book on Local Council Administration at a cost of £119) – HR27/21.**
9. Clerk’s Workplan - the Clerk provided an update on tasks completed since the workplan was agreed in February. It was **RESOLVED that the Clerk would share a revised version of the workplan with Committee members which would then be presented to the next meeting of the full Council for approval – HR28/21.** It was also suggested that the updated document could form part of her mid-year appraisal due in August/September alongside a completed appraisee form as included in the Appraisal and Training Policy.
10. Annualised hours – Members considered a report on a proposed annualised hours system for the Clerk. The concept of annualised hours was explained (i.e. where contractual working hours are calculated as the total number of hours to be worked over the year rather than over a shorter period), thus allowing more flexible working patterns. It was proposed that the Clerk’s hours would be divided into ‘core hours’, which would be set and which the Clerk would work regularly each week, and ‘unallocated hours’, which the Clerk would work flexibly. A number of principles, as set out in the report, were considered including the core hours proposed as Monday to Thursday between 10.00 and 14.00 and a requirement for the Clerk to provide a monthly summary showing her hours worked each week.

The following RESOLUTIONS were recommended for agreement by Full Council:

It was **RESOLVED to adopt the principles defined in the report for the Clerk’s flexible working conditions and issue them in a stand-alone document to support the Clerk’s existing Contract of Employment – HR29/21.**

It was **RESOLVED that the arrangements would be subject to a trial period running until 31st March 2022– HR30/21.**

It was **RESOLVED to review the success of the arrangements at the end of the trial period and if approved, issue the Clerk with a new or amended Contract of Employment incorporating the agreed annualised hours principles – HR31/21.**

Members also felt it was important for the Clerk to have a single point of contact to carry out her appraisals and to discuss her working hours, as well as other HR issues (e.g. sickness absence, holiday requests). It was proposed that this should either be the Chair of the Council or the Chair of the HR Committee, to be decided immediately after the elections have taken place each May. It was noted, however, that this councillor would

have no decision-making powers in terms of the management of the Clerk but would simply be the liaison between the Clerk and Helsby Parish Council (who as a corporate body is the Clerk's employer in legal terms).

It was **RESOLVED to recommend to Full Council that the Clerk should have a single point of contact for day-to-day HR issues and that this should either be Chair of the Council or the Chair of the HR Committee. If approved, the Powers and Duties and Scheme of Delegation for the HR Committee should be updated by the Standing Orders Committee in due course – HR32/21.**

11. No urgent matters were raised.

12. It was noted that the date of the next meeting was 28<sup>th</sup> September 2021.

The meeting closed at 8.25pm.

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

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