

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 15 OCTOBER 2008 AT  
3.00 PM

PRESENT: Councillor D A A Peek (Chairman).  
Councillors J Mayes, J O Ranger,  
S Rutland-Barsby, M Wood, C Woodward.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Mike Collier	- Acting Director of Internal Services
Emma Freeman	- Head of People and Organisational Services

333 APOLOGIES

An apology for absence was submitted from Councillor  
J Demonti.

RESOLVED ITEMS

334 MINUTES

RESOLVED - that the Minutes of the Human  
Resources Committee meeting held on 16 July 2008  
be confirmed as a correct record and signed by the  
Chairman.

335 HUMAN RESOURCES QUARTERLY PERFORMANCE  
REPORT – JUNE 2008

The Head of People and Organisational Services submitted  
a report on performance information relating to the  
Council's people management and human resources  
service. The Committee noted the performance

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information appended to the report now submitted.

The Committee noted that a report would be submitted to Corporate Management Team (CMT) in October 2008 regarding an agreement with Hertfordshire County Council to use Manpower for recruitment services. A report would then be submitted to Human Resources Committee on 7 January 2009. Members expressed a wish to be involved in the process before any agreements were reached.

In response to questions from Members, the Head of People and Organisational Services commented that:

- The costs of advertising were averaged over the number of vacancies. It was a cost that Officers were hoping to drive down. It was anticipated that working with the Herts HR Partnership was a positive way forward in sharing best practice and areas of joint procurement. The Pathfinder Partnership co-ordinated partnership working rather than duplicating a process. The Leader had given an update on the Pathfinder Bid to Corporate Business Scrutiny Committee.
- The Department of Works and Pensions could be used for recruitment purposes with a customer access point via Next Step. Additionally the Link could be used to direct people to specific job vacancies.
- The County Council's contract with Manpower had moved away from managers asking for advertisements to be placed in specific publications and towards asking for suitable candidates to be 'sourced'. Manpower was then tasked with deciding on the most appropriate method of attracting candidates. The report to CMT would look at the possible benefits to the Council.

In relation to learning and development, the Committee noted that £22million was available from the Regional

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Improvement and Efficiency Agency to support a number of learning and development initiatives which could benefit the Council.

The Committee noted that the Unison dispute had been referred to ACAS. It was hoped that the matter could be settled quickly. It was noted that Scottish Employers had recently agreed to a 3% pay rise and 2.5% from next April.

The Committee welcomed the report. Turnover and sickness levels were commendable and compared favourably with the private sector.

The Committee agreed to note the report now submitted and requested that further information be submitted on the proposal to work with Manpower.

RESOLVED – that (A) the report be noted; and

(B) a further report be submitted on the proposal to work with Manpower.

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336 HUMAN RESOURCES MANAGEMENT STATISTICS  
APRIL – AUGUST 2008

The Head of People and Organisational Services submitted a report updating Members on Human Resources performance Indicators for the period 1 April to 31 August 2008. The report outlined the situation with regard to annual targets in relation to turnover, sickness absence, training / development, performance management and equalities monitoring. The report also sought agreement to ratify the turnover target to stand at 12%.

Members welcomed the approach to address succession planning and how this linked with training.

In response to a query about current long-term sickness absence per FTE, the Head of People and Organisational Services explained how this figure was determined. Long term sickness was defined as a period of more than six

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weeks.

Members hoped to see the figure for the completion of PDRS increased to 100% and thanked Officers for the progress made.

Concern was expressed at the percentage of staff employed with disabilities. The Acting Director of Internal Services confirmed that disabilities were not always apparent and that data from staff was being received on an ongoing basis. A staff survey was to be sent out shortly and this should allow a further opportunity to obtain information anonymously.

Assurances were sought that work would be done on an outreach basis to include those hard to reach. Members noted that the new Community Projects Team Officer was working on a number of initiatives and a report on Developing Equal Opportunities would be presented to Community Scrutiny Committee on 21 October 2008.

The Committee agreed to note the report and that the turnover target be confirmed at 12%.

RESOLVED – that (A) the report be noted; and

(B) the turnover target be confirmed as 12%.

337 CORPORATE TRAINING PLAN 2008/09

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 17 September 2008 on the Training and Development Policy and the Professional Career and Vocational Study Policy.

RESOLVED – that the Training and Development Policy and the Professional Career and Vocational Study Policy, as now submitted, be approved.

ACTION338 STRESS MANAGEMENT POLICY

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 17 September 2008 on the Stress Management Policy.

RESOLVED – that the Stress Management Policy, as now submitted, be approved.

339 ALL STAFF E-MAIL FACILITY

The Committee considered the recommendations of the Local Joint Panel meeting held on 17 September 2008 on the All Staff E-Mail Facility.

The Committee agreed to refer recommendation (A) the reinstatement of the use of the “All Staff Email Facility” to disseminate information for the business benefit of the Council and common good of all staff and in other circumstances, the use of the intranet facility back to Corporate Management Team. The Committee agreed to adopt the recommendation for the Head of Business Support Services to keep the matter under review and report back in 12 months on the usage of the “All Email” facility and that no amendments to the email policy be made without full consultation with the Secretary to the Staff Side.

RESOLVED – that the use of the “all staff global” emails be referred back to Corporate Management Team; DIS

(B) the Head of Business Support Services be requested to keep the matter under review and report back on usage of the “all Email” facility be adopted; and DIS

(C) no amendment to the email policy be made without full consultation with the Secretary to the Staff Side. DIS

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340 PAY DEDUCTIONS FOR STRIKE ACTION

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 17 September 2008 on Pay Deductions for Strike Action..

RESOLVED – (A) the Head of Paid Service be recommended to deduct, following strike action, pay at 1/260th; and DIS

(B) the Head of People and Organisational Services report back on the approach taken by other Councils on the methodology used to pay staff for leave not taken. DIS

341 LOCAL JOINT PANEL - MINUTES: 17 SEPTEMBER 2008

RESOLVED - that the Minutes of the Local Joint Panel meeting held on 17 September 2008, be received.

(see also Minutes 337 - 340 above)

The meeting closed at 3.55 pm.

Chairman	.....
Date	.....