



Jeff Hughes
*Head of Democratic and Legal
Support Services*

MEETING : HUMAN RESOURCES COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 11 JULY 2012
TIME : 3.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillors C Woodward (Chairman), P Ballam, Mrs D Hone, J Ranger,
P Ruffles, A Warman and N Wilson

Substitutes

Conservative Group: Councillors G McAndrew

*(Note: Substitution arrangements must be notified by the absent Member
to Democratic Services 24 hours before the meeting)*

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PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.

8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.

9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Appointment of Vice Chairman

2. Apologies

To receive apologies for absence

3. Minutes (Pages 7 - 16)

To receive the Minutes of the meeting held on 11 January 2012.

4. Declarations of Interest

To receive any Member's Declaration of Interest and Party Whip arrangements.

5. Chairman's Announcements

6. Human Resources - Quarterly Performance Report (Pages 17 - 24)

7. Human Resources Management Statistics (Pages 25 - 30)

8. Absence and Turnover Statistics (Pages 31 - 58)

9. Learning and Development 2011/12 (Pages 59 - 74)

10. Investors In People and Staff Survey Report (Pages 75 - 98)

11. Job Evaluation for Senior Managers (Pages 99 - 106)

12. Local Joint Panel - Minutes of the meeting: (Pages 107 - 116)

Members are asked to bring to the meeting, the agenda for the meeting held on 13 June 2012.

(A) Staff and Member Car Parking Review

Minute number 5 refers.

(B) Recruitment Policy (Pages 117 - 142)

Minute number 3 refers. Please see revised Policy.

(C) Flexible Working Policy (Pages 143 - 172)

Minute number 4 refers. Please see revised Policy.

(D) Redundancy and Appeals Policies (Pages 173 - 224)

Minute 1 refers. Please see revised Policies.

(E) Bullying and Harassment Policy (Pages 225 - 252)

Minute number 2 refers. Please see revised Policies.

13. Health and Safety at Work Act 1974

14. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.