

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 16 APRIL 2014, AT 3.00 PM

PRESENT: Councillor C Woodward (Chairman)  
Councillors P Ballam, Mrs D Hone, J Ranger  
and P Ruffles.

OFFICERS IN ATTENDANCE:

Emma Freeman	- Head of People and Property Services
Jeff Hughes	- Head of Democratic and Legal Support Services
Adele Taylor	- Director of Finance and Support Services

649 MINUTES

RESOLVED – that the Minutes of the Human  
Resources Committee meeting held on 25 March 2014  
be confirmed as a correct record and signed by the  
Chairman.

650 LEARNING AND DEVELOPMENT PROGRAMME 2013/14  
AND 2014/15

The Head of People and Property Services submitted a report  
inviting the Committee to review the Learning and  
Development Programme delivered in 2013/14 and to  
approve the Programme proposed for 2014/15.

Members noted the actual spend to date on the Programme  
was £99,648. The budget for 2013/14 was £132,270. The

Head of Service outlined the main factors behind the underspend. She confirmed that the corporate budget for 2014/15 for learning and development was £28,000.

In response to comments from Members, the Head of Service stated that training budget apportionment would be reviewed to ensure resources were allocated to deliver corporate and service objectives, particularly ad hoc priority projects such as the “here to help” initiative.

Members made a number of comments and observations on the proposed Programme for 2014/15.

The Committee agreed to note the Programme delivered in 2013/14 and to approve the proposed Programme for 2014/15.

RESOLVED – that the Learning and Development Programme delivered in 2013/14 be noted and the proposed Programme for 2014/15 be approved.

## 651 HUMAN RESOURCES - QUARTERLY PERFORMANCE REPORT

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The Head of People and Property Services submitted a report providing performance information for human resources matters for the for the quarter period ending 28 February 2014.

Members noted a correction to statistics on the numbers of starters and leavers for this period (the number of starters should be recorded as 36 and the number of leavers as 44).

Members further noted that the increased percentage turnover (12%) largely related to the impact of staff leaving the Authority’s employment under the IT Shared service arrangement with Stevenage Borough Council.

Members agreed to note the report.

RESOLVED – that the human resources quarterly

performance report now submitted be noted.

652 HUMAN RESOURCES PERFORMANCE INDICATOR  
STATISTICS

The Head of People and Property Services submitted a report detailing proposed Human Resources Performance Indicators and targets for 2014/15.

In relation to the target proposed for short term sickness absence of 5.0 days, Members agreed that this should be reduced to 4.5 days for the reasons now submitted and the total absence figure be amended to 6.5 days.

Subject to this amendment, the Committee approved the proposed annual Human Resources Performance Indicators and targets for 2014/15.

RESOLVED – that subject to the target proposed for short term sickness absence being reduced to 4.5 days and the total absence figure being amended to 6.5 days, the proposed annual Human Resources Performance Indicators and targets for 2014/15 be approved.

653 LOCAL JOINT PANEL - MINUTES OF THE MEETING: 26  
MARCH 2014

RESOLVED – that the Minutes of the Local Joint Panel meeting held on 26 March 2014 be received.

(See also Minute 654 below.)

654 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS  
POLICY

The Committee considered the recommendation of the Local Joint Panel meeting held on 26 March 2014 on the Safeguarding Children and Vulnerable Adults Policy.

The Committee supported the Panel's recommendation subject to the third sentence of narrative under paragraph 8.3

being highlighted in bold.

The Director of Finance and Support Services undertook to advise all Councillors of the new Safeguarding Children and Vulnerable Adults Policy via the Members' Information Bulletin.

RESOLVED – that subject to the third sentence of narrative under paragraph 8.3 being highlighted in bold, the Safeguarding Children and Vulnerable Adults Policy, as amended and as set out in Essential Reference Paper “B” to the report submitted to the Local Joint Panel meeting on 26 March 2014, be approved.

The meeting closed at 3.52 pm

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