

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 20 APRIL 2016, AT 3.00 PM

PRESENT: Councillor Colin Woodward (Chairman).  
Councillors S Bull, S Cousins, I Devonshire,  
J Goodeve, P Ruffles and M Stevenson.

OFFICERS IN ATTENDANCE:

Vicki David	- Human Resources Officer
Peter Mannings	- Democratic Services Officer

692 APOLOGY

An apology for absence was submitted on behalf of  
Councillor R Standley.

693 MINUTES – 24 FEBRUARY 2016

RESOLVED – that the Minutes of the meeting held  
on 24 February 2016 be confirmed as a correct  
record and signed by the Chairman.

694 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Members for their support. He  
invited Members to contact him with any suggestions for  
changes in terms of how the Committee carried out its  
work.

695 HUMAN RESOURCES MANAGEMENT STATISTICS –  
QUARTERLY REPORT

The Head of Human Resources and Organisational  
Development submitted a report setting out Human  
Resources Management Statistics for the period 1

January to 14 March 2016.

The HR Officer provided a summary of the key points. She stated that staff turnover was 11.66% and that projected turnover for 2015/16 was 10.84% against a target of 10%. A more detailed analysis of turnover would be reported to Human Resources Committee in July or October 2016.

The HR Officer explained that short term sickness for the period 2015/16 (January – February) per full time equivalent (FTE) was 0.47 days currently projected to be 3.83 days for the year and below the target of 4.5 days. Members were advised that the leadership team restructure had affected the completion rate for full year reviews and objectives in some service areas.

The HR Officer responded to a number of queries from Members. The Committee approved the report, as now detailed.

RESOLVED – that the Human Resources Management Statistics for January to March 2016 be approved.

696 INVESTORS IN PEOPLE – UPDATE

The Head of Human Resources and Organisational Development submitted a report outlining an action plan that supported the Council in achieving the Silver Standard in 2016/17. The HR Officer provided a summary of the work needed to achieve this. She reported on the progress against the 6 themes of the Organisational Development Strategy.

The HR Officer also referred to the staff forum and the promotion of East Herts Council as a good place to work. She stated that social media might soon be involved for the first time in recruitment.

The HR Officer responded to a number of comments and

queries from Members. The Committee noted the Investors in People action plan for 2016/17.

RESOLVED – that the Investors in People action plan to support the Council in achieving the Silver Standard in 2016/17, be noted.

697 LOCAL JOINT PANEL – MINUTES OF THE MEETING: 24 FEBRUARY 2016

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The Chairman reminded Members that the Minutes of the Local Joint Panel held on 24 February 2016 were submitted for information only as the recommendations had been approved by Human Resources Committee following the conclusion of Local Joint Panel on 24 February 2016.

RESOLVED – that the Minutes of the Local Joint Panel meeting held on 24 February 2016, be received.

698 LOCAL JOINT PANEL – MINUTES OF THE MEETING: 16 MARCH 2016

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RESOLVED – that the Minutes of the Local Joint Panel meeting held on 16 March 2016 be received.

(See also Minutes 699 and 700).

699 ALCOHOL DRUG AND SUBSTANCE MISUSE POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 16 March 2016, on a revised Alcohol, Drug and Substance Misuse Policy.

RESOLVED – that the revised Alcohol, Drug and Substance Misuse Policy, as now submitted, be approved.

(See also Minute 698).

700 SECONDMENT POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 16 March 2016 on a revised Secondment Policy.

RESOLVED – that the revised Secondment Policy, as now submitted, be approved.

(See also Minute 698).

The meeting closed at 3.40 pm

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