

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 18 JANUARY 2017, AT 3.00  
PM

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

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisation Development

530 MINUTES

The Chairman stated that at the last meeting, Members had requested further information on the “Buddy System”. The Head of Human Resources and Organisational Development undertook to follow up on this matter.

RESOLVED – that the Minutes of the meeting held on 5 October 2016 be confirmed as a correct record and signed by the Chairman.

531 MANAGEMENT DEVELOPMENT PROGRAMME

The Head of Human Resources and Organisational Development submitted a report on the new management development programme, as detailed. She explained how this would support senior management in terms of their future development potential. She also explained that the programme had undergone wide consultation and

outlined the framework of the programme.

Councillor P Ruffles welcomed the fact that the programme recognised “customers at the heart” of what the Council did. He sought and was provided with the following clarification regarding the role of the 21st Century Public Servant as a “storyteller”. ‘Storyteller – the ability to tell a story in an effective and plausible way is crucial. Being able to fashion and communicate options for the future, however tentative or experimental, will be critical in engaging service users, citizens and staff in redesigning services. This may involve not just traditional modes of communication but increasingly, better use of new and multimedia resources’.

In response to a query from Councillor M Stevenson regarding feedback, the Head explained the role of Personal Development Reviews (PDRs) in this process and that the Management Development Programme would be reviewed during and at the end of the programme.

In response to a query from Councillor J Goodeve, the Head explained that the “Here to Help” initiatives had been incorporated within the Council’s new priorities and values and was now instilled within performance reviews. In acknowledging this, the Chairman commented that he preferred to see a “golden thread” attached to initiatives which helped to evaluate them.

The Committee approved the report, as now detailed.

RESOLVED – that the Management Development Programme, as now submitted, be approved.

532 HUMAN RESOURCES MANAGEMENT STATISTICS – QUARTERLY REPORT OCTOBER – DECEMBER 2016

The Head of Human Resources and Organisational Development submitted a report setting out management statistics for the period October to December 2016. The

Human Resources Officer provided a summary of the report, highlighting key areas. She drew Members' attention to the additional sheet tabled, which analysed employee data by gender and grade which had been previously requested by Members.

The Chairman referred to the "Voluntary Leavers, Other Category" and asked Officers to ensure that this was followed up on. He sought and was provided with clarification on the targets set and achieved for people with disabilities and referred to the differentials between the Council's employment of people with disabilities and BAME (Black, Asian, Minority, and Ethnic) Groups with those achieved by Hertfordshire County Council.

The Human Resources Officer explained that she believed that outturn was higher for those groups. She stated that it was anticipated that the new HR and Payroll software would be able to capture more relevant information following a data refresh. The Head of Human Resources and Organisational Development explained that a diversity review was currently underway and had been reported to the Leadership Team on 16 January 2017. She explained the actions the Council had undertaken to encourage applications from all backgrounds.

The Chairman queried the turnover figure. The Head explained that she was not surprised by the level of turnover as four services had been restructured and that another service restructure was planned in the year. Councillor S Bull sought and was provided with clarification on the number of vacant posts.

Councillor P Ruffles queried the additional information tabled which set out employee data by gender and grade. Members noted the fact that 79% of the workforce were women and that 88% of them were employed on grade 4 but that only 12% of men were on that grade. Councillor M Stevenson queried the disparity.

Councillor J Goodeve welcomed the use of social media sites such as LinkedIn, Twitter and Easy Web to advertise vacant posts.

Members sought and were provided with clarification regarding the Learning and Development Programme. The Head explained that employee attendance was generated mainly following a need identified during the Personal Development Review (PDR) process.

The Chairman referred to low attendance figures in relation to the recruitment and interview skills course. He referred to the Dementia Friends Course and asked for an update in terms of highlighting this course to all. Councillor P Ballam was keen to ensure that staff in direct contact with the public, were aware of courses on the "Action on Hearing Loss". The Head suggested that it might be useful to have a consolidated figure setting out how many had attended courses and from which section for the year as the data shown was just for this quarter. This was supported.

Councillor S Cousins raised the issue of Diabetes and following queries on a number of related matters, advised Members that progress was being made and that he would be liaising with the Scrutiny Officer.

Although not part of the report, Councillor P Ruffles raised the issue of car usage and parking. He asked that the Council's role as a "good neighbour" be highlighted in terms of what actions the Council had undertaken in terms of encouraging car sharing to minimise car use. The inclusion of changes in work practices such as working from home was suggested by Councillor M Stevenson. The Head stated that she would speak with communications on this issue.

The Committee approved the report, as now detailed.

RESOLVED – that the Human Management Statistics for October to December 2016, as now

submitted, be approved.

533 LOCAL JOINT PANEL – MINUTES OF THE MEETING: 30 NOVEMBER 2016

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RESOLVED – that the Minutes of the meeting held on 30 November 2016 be received.

(see also Minutes 534 – 537)

534 LEADERSHIP TEAM PERFORMANCE REPORT

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 November 2016 on a new Leadership Team Performance report.

RESOLVED – that the Leadership Team Performance report, as now submitted, be approved.

(see also Minute 533)

535 MANAGING PERFORMANCE

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 November 2016 on a revised Managing Performance report.

RESOLVED – that the Managing Performance report, as now submitted, be approved.

(see also Minute 533)

536 LONE WORKING POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 November 2016 on a revised Lone Working Policy.

RESOLVED – that the Lone Working Policy, as now submitted, be approved.

(see also Minute 533)

537 PROBATIONARY POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 November 2016 on a revised Probationary Policy.

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

(see also Minute 533)

538 HEALTH AND SAFETY BRIEFING

The Health and Safety Officer submitted a report on the performance of contractors and compliance monitoring undertaken by Contract Managers. The Health and Safety Officer provided a summary of monitoring and compliance matters for high risk services, as now detailed.

In response to a query about the deployment of defibrillators in leisure facilities and other public places, the Head of Human Resources and Organisational Development said she would undertake to speak with the Health and Safety Officer. The Chairman commented on statistics which had been consolidated. He asked that future reports be broken down into more meaningful information.

In response to a query by Councillor S Bull, the Head said that she would check with the Health and Safety Officer regarding on site provision of health and safety officers at Buntingford depot..

Councillor M Stevenson queried the use of health and safety in car parks. The Head undertook to speak with

the Health and Safety Officer in this regard.

The Committee received the briefing and agreed that it should be submitted to Members on a quarterly basis.

RESOLVED – that (A) the briefing be received;  
and

(B) the briefing be submitted to Members on a quarterly basis.

539 HEALTH AND SAFETY : MINUTES

The Minutes of the Health and Safety Committee held on 26 July 2016 were submitted for information.

RESOLVED – that the Minutes of the meeting held on 26 July 2016 be received.

The meeting closed at 3.50 pm

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