



**MEETING** : HUMAN RESOURCES COMMITTEE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 10 JANUARY 2018  
**TIME** : 3.00 PM

**PLEASE NOTE TIME AND VENUE**

**MEMBERS OF THE COMMITTEE**

Councillor C Woodward (Chairman)  
Councillors P Boylan, S Bull, S Cousins, M McMullen, P Ruffles (Vice  
Chairman) and M Stevenson

**CONTACT OFFICER:  
LORRAINE BLACKBURN**  
[lorraine.blackburn@eastherts.gov.uk](mailto:lorraine.blackburn@eastherts.gov.uk)  
**01279 502172**

## **DISCLOSABLE PECUNIARY INTERESTS**

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
  - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
  - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
  - participate in any discussion or vote on a matter in which a Member has a DPI;
  - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

### **Public Attendance**

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing [democraticservices@eastherts.gov.uk](mailto:democraticservices@eastherts.gov.uk) or calling the Council on 01279 655261 and asking to speak to Democratic Services.

### **Audio/Visual Recording of meetings**

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

## AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 7 – 12)

To confirm the Minutes of the meeting held on 4 October 2017 as a correct record.

3. Declarations of Interest

To receive any Member's Declaration of Interest.

4. Chairman's Announcements

5. Presentation by Occupational Health

There will be a presentation by external guests: Ms Debbie Watkins CEO (Harlow Occupational Health) and Dr Weston an Occupational Health Physician.

6. MyView – Presentation

Presentation on the MyView HR system by Helen Farrell

7. Human Resources Management Statistics – Quarterly Report  
(Pages 13 – 24)

8. Local Joint Panel – Minutes of the meeting: 29 November 2017  
(Pages 25 – 30)

Members are asked to bring with them their copy of the agenda of the Local Joint Panel meeting held on 29 November 2017.

*To consider the recommendations on the matters below:*

(A) Social Media Policy

*Minute 8 refers*

- (B) Expenses Policy

*Minute 9 refers*

- (C) Training and Development Policy

*Minute 10 refers*

9. Health and Safety: Minutes (Pages 31 – 34)

To receive the Minutes of the Health and Safety Committee held on 28 September 2017

10. 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.

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MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE RIVER ROOM HERTFORD  
THEATRE ON WEDNESDAY 4 OCTOBER  
2017, AT 1.00 PM

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PRESENT:

Councillors P Ruffles, P Boylan, S Bull,  
S Cousins and M McMullen

OFFICERS IN ATTENDANCE:

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

175 APOLOGY

An apology for absence was submitted from the Committee Chairman, Councillor C Woodward. It was noted that the Vice Chairman, Councillor P Ruffles would be Chairing the meeting.

176 MINUTES

Councillor P Boylan referred to the Minutes and queried why no “action log” appeared in the Minutes to address an action to be undertaken by the relevant Officer (such as agreeing to provide a written response on an issue) and which did not form part of a resolution. He stated that having an action log column within the minutes would ensure that follow up action would not be lost. He cited as examples, the Whistleblowing Policy, the need to review the Retirement Gift Lump Sum, recruitment problems within Planning and Building Control

and training and development costs per employee.

An update was provided on the recruitment issue in planning and the transfer (via TUPE) of Building Control staff. The Head of Human Resources and Organisational Development agreed to email all Members in relation to training and development costs per employee.

Councillor P Ruffles referred to Minute 100 (Absence sickness year-end report April 2016 – March 2017) and the sudden increase in mental health issues. The HR Officer explained that she had arranged for someone from Occupational Health to attend this meeting but had yet to receive a response from the Committee Chairman regarding an issue of the costs to be incurred for someone to attend a meeting (approximately £135 plus travel).

Members agreed that the specialist from Mental Health (Occupational Health) be invited to attend the next meeting. Members also agreed to email the Head of Human Resources and Organisational Development in advance of the visit, with their expectations of what the presentation should address in order to make the best use of the presentation and time available.

RESOLVED – that (A) the Minutes of the meeting held on 5 July 2017 be confirmed as a correct record and signed by the Chairman;

(B) a specialist from Occupational Health be invited to attend the next meeting; and

(C) Members email the Head of Human Resources and Organisational Development their concerns on the issue of Mental Health so these can be forwarded to the guest speaker prior to the presentation by Occupational Health.

177 EQUALITY AND DIVERSITY ANNUAL REPORT 2016/17

The Head of Human Resources and Organisational Development submitted the Equality and Diversity Annual

Report 2016/17. The Human Resources Officer provided a summary of the report and referred Members to the recommendations as detailed.

The report provided an analysis of the Council's workforce, of external applicants applying for Council jobs and the legislation relevant to public sector bodies with more than 150 employees.

The report provided a detailed analysis on the following areas:

- Recruitment
- Employee profile
- Performance Management (PDR)
- Discipline and Grievance
- Training Course participants
- Leavers
- Comments on the 2015/16 recommendations
- Recommendations for 2016/17

Councillor M McMullen referred to the Council's employment gender profile in that there were more women than men employed by the Council and queried whether genders tended to be "pigeon holed" in terms of roles? The HR Officer explained that from the information gathered, there was no evidence to suggest this was the case. She stated that the Council was researching the possibility of working with the University of Essex to gain further insights into the Council's Equality and Diversity report. The Head of HR and Organisational Development explained that East Herts' workforce was consistent with other Councils and that more females might be attracted to public sector employment because of the flexible working arrangements.

The Vice Chairman queried why men were not performing well at interview. The Head of HR and Organisational Development assured Members that a balanced and consistent approach was adopted at all recruitment stages and that there was no bias. Councillor M Stevenson asked whether information could, in future, be presented from the viewpoint of gender and service.

Councillor P Boylan stressed the need to include patterns and trends in future reports to provide more meaning to the information presented.

The Vice Chairman referred to the large number of part-time staff. He queried whether part-time staff might frustrate the ability to provide a consistent service and how this might impact on the Council's business proposals to be accessible 24:7. He felt that the Council was getting out of step with other organisations. The Head of HR and Organisational Development explained the positive steps being taken in relation to Digital East Herts in promoting access to the Council's services.

In response to a query by Councillor P Boylan regarding the "Analysis by Gender" at the shortlisting stage, the HR Officer explained why she had presented the figures as detailed.

Councillor S Bull expressed concern at the loss of experience when staff left the Council's employment and the impact this could have. The Head of HR and Organisational Development stated that the bulk of the Council's workforce was between ages 40 - 59 and that some staff affected by a restructure, had taken the opportunity to leave. She felt that there was a need to "grow your own" talent and acknowledged that turnover at the moment, was the highest it had been for a number of years, but that this was not uncommon when the organisation had undergone restructures in the last year.

Councillor P Boylan referred Members to PDR rates shown at Table 5.4 of the report and commented that the information as presented under "exceptional performance", was misleading from the viewpoint of ethnicity. He suggested that this could be made clearer by the addition of numbers but appreciated that this might mean that individuals could be identified.

Clarification was provided in relation to the promotion of the Council as a Disability Confident employer and how the Council advertised vacancies.

The Head of HR and Organisational Development assured Members that steps were being taken to improve feedback

from leavers in terms of exit questionnaires being completed.

Councillor P Boylan suggested that HR take on board the findings of research undertaken in 2014 by Roger Kline “Snowy White Peaks of the NHS” which he said, had sent “shock waves” through the NHS. He emphasised the need for talent management given the large numbers of staff who could be retiring in the next few years and the fact that 25% of staff were “exceeding expectations” on their PDRs. The Head of HR and Organisational Development reminded Members of the gender and ethnic mix of its current Leadership Team in comparison to a few years ago.

Members noted the Equality and Diversity Annual Report for 2016/17 and supported the recommendations for 2017/18 as detailed in paragraph 2.2 of the report submitted.

RESOLVED – that (A) the Equality and Diversity Annual Report 2016/17 be noted; and

(B) the recommendations for 2017/18 as detailed in paragraph 2.2 of the report submitted, be approved.

178 HUMAN RESOURCES MANAGEMENT STATISTICS -  
QUARTERLY REPORT

The Head of Human Resources and Organisation Development submitted a report setting out management statistics for the period 1 July to 14 September 2017. The HR Officer summarised the report and highlighted a number of key areas. She referred to the current headcount of 343 which equated to 293 full time equivalent posts (FTE). It was noted that the number of vacant posts, was 53.

Members were advised that the projected turnover for 2017/18 was 21.9% (34 leavers) which was above the target of 10%. The current voluntary leaver’s rate was 8.3% and projected to be 18.7% for 2017/18. A summary of leaver turnover, sickness absence and work related accidents was provided.

The Head of Human Resources and Organisational Development expressed concern that that only 30% of leavers had completed an exit questionnaire. She explained that exit interviews were being chased and meetings held. She stated that a staff survey would be circulated to all staff before Christmas.

The Head of Human Resources and Organisational Development provided a summary of the Learning and Development programme for 2017/18. The Head also provided a summary of Performance Development Reviews as at 14 September 2017. Those sections not achieving 100% on completed PDRs were highlighted.

Members noted the HR statistics as presented.

RESOLVED – that the Human Management Statistics for the period 1 July to 14 September 2017 as now submitted, be noted.

The meeting closed at 2.20 pm

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

## EAST HERTS COUNCIL

### HUMAN RESOURCES COMMITTEE - 10 JANUARY 2018

#### REPORT BY THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

#### HUMAN RESOURCES MANAGEMENT STATISTICS: OCTOBER - DECEMBER 2017

WARD(S) AFFECTED:     *None*

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### **Purpose/Summary of Report**

Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 3 (1 October – 14 December 2017)

<b><u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</u></b>
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<b>That:</b>
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<b>(A)</b>	the HR Management Statistics for October to December 2017 be noted
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### **1.0 Background**

1.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee.

### **2.0 Report**

#### **2.1 Establishment**

2.1.1 The number of funded posts as at 14 December 2017 is 405. The total headcount is 355. There are therefore 50 vacant posts.

2.1.2 The established FTE as at 14 December is 354 posts. The current FTE is 304. The number of vacant funded posts (expressed as FTE posts) is therefore 50.

## 2.2 Turnover

- 2.2.1 The turnover rates for the period 1 April – 14 December 2017 are based on the average headcount for this period (351).
- 2.2.2 The current turnover rate for the council is 12.2%; this equates to 43 leavers for the period 1 April 2017 to 14 December 2017. The projected turnover for 2017/18 is 17.7% which is above the target of 10%.
- 2.2.3 As you can see from Table 1 below, projected turnover has fallen since Quarter 2: total projected turnover was 17.7% in Quarter 3 compared to 21.9% in Quarter 2. Projected *voluntary* turnover has also fallen: 14.4% in Quarter 3 compared to 18.7% in Quarter 2.
- 2.2.4 The current *voluntary* turnover rate is 9.9%; this equates to 35 voluntary leavers for the period 1 April to 14 December 2017. The projected voluntary turnover for 2017/18 is 14.4% which is above the target of 7%. During the period 1 April – 14 December 2017, 6 voluntary leavers left to retire, 6 due to a change in career, 4 to achieve promotion, 2 due to personal reasons, 5 to relocate, 2 to undertake study, 3 due to family responsibilities, 5 due to 'other', and 2 took voluntary redundancy.

**Table 1 – Projected Turnover for 2017/18 for each quarter**

<b>Quarter</b>	<b>Projected Turnover (Total)</b>	<b>Projected Turnover (Voluntary)</b>
<b>TARGET</b>	<b>10%</b>	<b>7%</b>
<b>Quarter 1</b> (April – June*)	23.4%	20.5%
<b>Quarter 2</b> (July – September*)	21.9%	18.7%
<b>Quarter 3</b> (October – December*)	17.7%	14.4%
<b>Quarter 4</b> (January – March)		

\* due to the timings of the reports, the data is provided as at the 14<sup>th</sup> of the last month in the quarter

- 2.2.5 The turnover rate is high which is not uncommon when an organisation has gone through a period of restructures and changing work practices.

- 2.2.6 Four of the leavers who stated 'other' as the reason for leaving did not provide further explanation on their leavers form and did not complete an exit questionnaire. The remaining leaver stating 'other' has moved to another local authority. The exit questionnaire has now been updated and the process refreshed to ensure exit interviews are completed to inform turnover analysis.
- 2.2.7 Voluntary leavers came from various services: 4 were from Revenues and Benefits, 6 from Planning and Building Control, 3 from Legal and Democratic Services, 2 from Corporate Support, 10 from Housing and Health, 2 from Communications, Strategy and Policy, 3 from Strategic Finance and Property, and 5 from Operations.
- 2.2.8 Of the 8 involuntary leavers, 3 transferred to North Herts council as a result of the Shared Waste project, 2 left due to redundancy, 2 due to the end of their contract and 1 due to dismissal.
- 2.2.9 The council continues to encourage internal movement within the organisation to fill vacancies. To date, 45 vacancies have been advertised. Of those, 10 posts were advertised internally only and 35 posts were advertised internally and externally simultaneously. The posts advertised include permanent and temporary roles.
- 2.2.10 Of the 45 advertised roles, 13 internal and 13 external appointments have been made. For the remaining 19 vacancies, recruitment is either ongoing or the posts have been put on hold pending review.

### **2.3 Sickiness Absence**

- 2.3.1 Sickiness Absence is divided into short and long-term sickness. Long term sickness absence is consecutive sickness absence for 28 days plus.
- 2.3.2 The table below shows absence data as at the end of Quarter 3: for the period 1 April – 30 November 2017.
- 2.3.3 Data for the month of December was not available at the time of writing this report.
- 2.3.4 The absence data has been produced using the new HR and Payroll system and therefore may be subject to change following a data audit.

## Number of FTE days absent per FTE as at the end of Quarter 3

	Target	Q1	Q2	Q3	Q4
Short term absence per FTE to date		0.4	0.9	1.9	
<b>Projected Short Term absence</b>	<b>4.5</b>	<b>2.6</b>	<b>2.3</b>	<b>2.9</b>	
Long Term absence per FTE to date		0.7	1.5	1.8	
<b>Projected Long Term absence</b>	<b>2</b>	<b>4.0</b>	<b>3.7</b>	<b>2.7</b>	
Total absence per FTE to date		1.1	2.5	3.7	
<b>Projected Total Absence</b>	<b>6.5</b>	<b>6.6</b>	<b>6.0</b>	<b>5.5</b>	

Figures may have been rounded up

Q1 – absences between 1 April and 31 May 2017

Q2 – absences between 1 April and 31 August 2017

**Q3 – absences between 1 April and 30 November 2017**

Q4 – absences between 1 April 2017 and 28 February 2018

Under target    Over target

2.3.5 Projected short term absence has increased from 2.3% in Quarter 2 to 2.9% in Quarter 3. Projected long term absence has fallen from 3.7% in Quarter 2 to 2.7% in Quarter 3. Projected total absence has fallen from 6% in Quarter 2 to 5.5% in Quarter 3.

## 2.4 Work-related accidents

2.4.1 Work related accidents are reported at the Safety Committee and include inputs from the council's trade and domestic refuse and grounds maintenance contractors if accidents occur at Buntingford Service Centre only.

2.4.2 The report now includes statistics from the swimming pools from the leisure services contractor, Sport and Leisure Management.

2.4.3 Reportable accidents are those where the council has a statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrence Regulation's 2013 (RIDDOR) to inform the Health and Safety Executive (HSE).

2.4.4 During the period 1 April – 30 November 2017 there were no reportable accidents involving employees.

2.4.5 Non reportable accidents are those that do not fall under the

category above and are used to identify trends to prevent more serious accidents / incidents e.g. slips, trips, minor cuts etc.

2.4.6 During the period 1 April – 30 November 2017, there were 6 non reportable accidents involving employees (includes swimming pools).

## 2.5 Learning and Development

2.5.1 From 1 April to 14 December 2017 there were 37 new starters to the council (this figure does not include internal changes and transfers). All new starters have attended a corporate induction. The target for attendance at Corporate Induction is 100%.

2.5.2 The Learning and Development programme for 2017/18 was approved by the HR Committee in October 2017. Events/courses held between 1 April and 14 December 2017 are as follows:

<b>Event/Course</b>	<b>No of participants</b>	<b>Type/number of sessions held</b>
Corporate Induction	31	4
Out of Hours Duties	11	1
Essential Training and Development	3	2
Developing a Commercially Aware Organisational Culture	1	1
Communicating with Confidence and Assertiveness	2	1
Building Political Awareness and sensitivity	1	1
Emoquo - Management Development Training	20	1
Innovation - Creative Thinking	16	1
WRAP	6	1
Retirement Workshop	16	6
Workbased Assignment	7	1
Excel Training	44	5
Developing Commercial Awareness	19	1
Report Writing	12	1
Leading Innovation and Change	14	2
My View Drop in	37	3
Working with Contractors	4	1
Interview Skills	23	3
Workplace implementation Day	14	2
Evac Chair	3	1
Asbestos	9	1
Legionella	12	1

Modern Slavery Training	50	2
<b>TOTAL</b>	<b>355</b>	<b>43</b>

## **2.6 Performance Management**

2.6.1 All services have one annual Performance Development Review (PDR) between January and March with regular one to ones throughout the year. A report on PDR completion will therefore be included in the next HR Quarterly Statistics report in April 2018.

## **2.7 Equalities Monitoring Indicators**

2.7.1 The equalities monitoring data reported is based on a snapshot of employees (excluding casuals) as at 14 December 2017.

2.7.2 The Leadership Team statistics quoted refer to the Chief Executive, Directors and Heads of Service.

2.7.3 The current percentage of employees with a disability is 3.7%, which is a slight increase from Quarter 2 (3.5%) and lower than the target indicator of 5%. For the Leadership Team the outturn is 0% against an indicator of 5%.

2.7.4 The percentage of Black, Asian and Minority Ethnic (BAME) employees is 4.5% which is higher than in Quarter 2 (4.4%) and the same as the council's indicator of 4.5%. The outturn for the Leadership Team is 16.7% which is above the indicator of 4.5%.

2.7.5 Females make up 72% of the workforce. Within the Leadership Team, 75% are females. Both are higher than the target indicator of 51%.

## **2.8 Policy Development**

2.8.1 The following policies are currently under review:

- Recruitment, Induction and Probation (LJP 21 March 2018)
- Whistleblowing
- Managing Change

## **2.9 Quarterly Outturns Overview**

See **Essential Reference Paper B** for outturn table

## **3.0 Implications/Consultations**

Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Officer: Emma Freeman - Head of HR and OD Ext. 1635  
[Emma.Freeman@eastherts.gov.uk](mailto:Emma.Freeman@eastherts.gov.uk)

Report Author: Vicki David - HR Officer Ext. 1652  
[Vicki.David@eastherts.gov.uk](mailto:Vicki.David@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/Objectives (delete as appropriate):</p>	<p><b>Priority1:</b> <i>Improve the health and wellbeing of our communities</i>  <b>Priority 2:</b> <i>Enhance the quality of people's lives</i>  <b>Priority 3:</b> <i>Enable a flourishing economy</i></p> <p><i>HR contributes as an internal service to all three corporate priorities</i></p>
<p>Consultation:</p>	<p>Consultation is not applicable to this report as it is a quarterly management information report.</p>
<p>Legal:</p>	<p>None</p>
<p>Financial:</p>	<p>None</p>
<p>Human Resource:</p>	<p>None</p>
<p>Risk Management:</p>	<p>None</p>
<p>Health and Wellbeing:</p>	<p>The health and wellbeing of employees is monitored as part of the absence management policy and procedures</p>

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ESSENTIAL REFERENCE PAPER 'B'

	East Herts Target	Outturns as at 14 December 2017
<b>ESTABLISHMENT</b>		
Number of funded posts	N/A	405
Total headcount	N/A	355
Number of vacant posts	N/A	50
Established FTE	N/A	354
Current FTE	N/A	304
Vacant FTE	N/A	50
<b>TURNOVER</b>		
	<b>% age</b>	<b>% age</b>
Projected Turnover rate for 2017/18	10%	17.7%
Projected <i>Voluntary</i> Turnover rate for 2017/18	7%	14.4%
Percentage of ill health retirements	3.23%	0.29%
<b>SICKNESS ABSENCE (projected for year)</b>		
	<b>Days</b>	<b>Days</b>
No. of short-term sickness absence days per FTE employee in post	4.5	2.9
No. of long-term sickness absence days per FTE employee in post	2	2.7
Total number of sickness absence days per FTE employee in post	6.5	5.5
<b>TRAINING</b>		
	<b>% age</b>	<b>% age</b>
Percentage of new starters receiving corporate inductions	100%	100%
Percentage of employees with a training plan		
* (new PDR cycle starting in January)	100%	0%*
Percentage of PDR reviews completed		
* (new PDR cycle starting in January)	100%	0%*
Percentage of employees that have received corporate training	48.28%	62%
<b>EQUALITIES MONITORING</b>		
	<b>% age</b>	<b>% age</b>
<b>Disability:</b>		
Leadership Team members with a disability	5%	0.0%
Employees with a disability	5%	3.7%
<b>Ethnicity:</b>		
Leadership Team members from BAME groups	4.5%	16.7%
Employees from BAME groups	4.5%	4.5%
<b>Gender:</b>		
Leadership Team members who are female	51%	75.0%
Employees who are female	51%	72.0%
<b>Part Time/Full Time:</b>		
Employees who are part time	27%	36.0%
Employees who are part time and female	21%	33.0%
Employees who are part time and male	6%	3.4%

Notes: BAME – Black, Asian and Minority Ethnic

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MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 29  
NOVEMBER 2017, AT 2.30 PM

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PRESENT:      **Employer's Side**

Councillors A Alder, E Buckmaster, L Haysey  
and L Radford

**Staff Side (UNISON)**

Mr A Stevenson (Chairman), Ms J Bruce

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisation Development
Taryna Surtees-Moss	- Communications and Digital Media Manager

8      **SOCIAL MEDIA POLICY**

**The Secretary to the Employer's Side submitted a report revising the Social Media Policy.**

**The Communications and Digital Media Manager provided a summary of the report including the key changes needed to ensure compliance with legislation and best practice. She explained the Council's wish to become more active with social media, the role of employees in**

wanting to share news and the need to have regard to the new General Data Protection Regulations (GDPR) and the sharing / storage of personal data (effective from May 2018).

It was noted that the Policy would be amended to reflect the revised number of twitter characters now allowed.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

**RECOMMENDED**– that the Social Media Policy as now submitted, be approved.

## 9 **EXPENSES POLICY**

The Secretary to the Employer's Side submitted a report outlining a number of revisions to the current Expenses Policy. The Head of Human Resources and Organisational Development provided a summary of the key changes needed to ensure compliance with legislation and best practice.

The Panel considered the issue of the introduction of a 20p mileage allowance for electric cars as no standard practice currently existed.

Councillor L Haysey referred to the issue of insurance and the need to ensure that proper coverage was in place when travelling on Council business. She asked the Head of Human Resources and Organisational Development to review this issue with the Council's Insurance Officer.

The issue of standard vs hybrid electric cars was discussed in relation to the 20p allowance proposed and the impact of depreciation. The Panel asked Officers to clarify this issue and to keep the 20p allowance under review.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

**RECOMMENDED**– that (A) the Head of Human Resources and Organisational Development clarify the allowance proposed in relation to “standard” vs Hybrid electric cars; and

(B) subject to clarification of (A) above, the revised Expenses Policy as now submitted, be approved.

10 **TRAINING AND DEVELOPMENT**

The Secretary to the Employer’s Side submitted a report outlining a number of revisions to the current Training and Development Policy. The Head of Human Resources and Organisational Development provided a summary of the key changes needed to ensure compliance with legislation and best practice.

The Head of Human Resources and Organisational Development explained the changes to funding training and development (partial or full) and why this was necessary having regard to the Council’s budget needs and the individual’s career development.

The Head of Human Resources and Organisational Development explained the position in relation to the payment of Professional Fees and that where the Council did not pay them, these could be claimed directly via HMRC.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

**RECOMMENDED**– that the revised Training and Development Policy as now submitted, be approved.

11 **APOLOGIES**

An apology for absence was submitted on behalf of Councillor

G McAndrew. It was noted that Councillor A Alder was substituting for Councillor G McAndrew. Apologies were also submitted on behalf of Ms F Brown and Mr S Ellis (UNISON). It was noted that Ms Jackie Bruce was substituting for Mr S Ellis.

12 MINUTES

RESOLVED – that the Minutes of the meeting held on 7 June 2017 be confirmed as a correct record and signed by the Chairman.

13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman asked that with Members' consent the report on a Social Media Policy be considered as the first item on the agenda. This was supported.

14 PROPOSED RESTRUCTURE CONSULTATION POLICY

The Secretary to the Staff Side submitted a report outlining new policy guidelines to address future Council re-structures. The Panel was advised that Essential Reference Paper "C" contained exempt information as defined within Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 and that a motion to exclude the press and public would need to be moved should Members wish to consider this in detail.

The Chairman and Secretary to the Employer's Side explained the basis for submitting the report. The Head of Human Resources and Organisational Development in acknowledging the report, advised the Panel that due process and consultation had not been followed regarding the development of the this new Policy.

The Panel acknowledged the Chairman's concerns and the rationale in developing the guidelines, but felt that proper processes should be followed in relation to the introduction of new policies before submission to the Panel. In the circumstances, it was suggested that the report be withdrawn and that the draft, as submitted, be used as a first step in the consultation process. This was supported.

RESOLVED – that (A) the need to adhere to a proper consultation process and procedure prior to consideration of any new policy be noted; and

(B) the report be withdrawn and be used as a first step in the consultation process.

The meeting closed at 3.15 pm

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

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## Minutes of Health & Safety Committee Thursday 28<sup>th</sup> September 2017 in room 1.13

### **Present:**

Adele Taylor (AT) – Chair  
Peter Dickinson (PD)  
Emma Freeman (EF)  
Steve Whinnett (SW)  
Paul Thomas-Jones (PTJ)  
Sarah Bye (SB)  
Steve Ellis (SE)

1 - Apologies: Helen Farrell (HF)  
Tracey Sargent (TS)

2 - Meeting opened by AT. Minutes of the meeting 27 April 2017 read and agreed.

### **3 - Matters Arising:     None**

### **4 -Accident & Incident reports – Verbal Reports**

PD gave verbal report on accident and incidents from 01.04.2017 – 31.08.2017 for employees and from 01.04.2017 – 31.07.2017 for the Leisure Contract, accident totals for August 2017 from the pools were not available at the time of the meeting but have now been received and the information updated for these minutes.

106 non- reportable accidents and 0 reportable accidents. + 22 non reportable accidents for August 2017 = 128 TOTAL

### **5 –Regulatory and legislative changes**

Following a public consultation, the HSE has launched a revised process for considering disputes of invoices issued under the fee for intervention scheme. This will involve all disputes being considered by a panel which is completely independent of HSE

Action: None

### **6 –Health and Safety compliance reports**

Nothing to report at any of the sites.

### **7 – Property – Premises maintenance and repairs**

SW reported that the fire risk assessments for Wallfields, Buntingford, Hertford Theatre, Hillcrest and Charringtons House have been undertaken. AT requested an update on the status of compliance across the Councils directly managed premises, SW to provide compliance data from C365 compliance database.

Action: SW

### **8 – Facilities Management**

SB reported that a number of loose carpet tiles have been replaced to remove trip and snagging hazards.

Windows are due to be cleaned.

## **9 –List of issues**

**Employees side (UNISON)** – TSt requested inclusion for UNISON on the Accommodation Review panel.

Committee agreed to amend the time period for reminders in Update to employees regarding health and safety responsibilities from monthly to quarterly.

AT and EF advised TSt to speak to Head of Strategic Finance and Property. Action TSt

**Management side** – Nothing to report.

## **9 –Health and Safety Training**

PD reported that training has been arranged for Legionella and Asbestos Awareness on the 16 November 2017.

Additional Evacuation chair user training will be arranged for November 2017.

AT has requested a training matrix identifying mandatory and desirable training needs.

Action PD/HF

## **10 –Health and Safety Policy arrangements**

Committee agreed to the amended Fire Safety Management Policy arrangement. AT stated that the issue of leaving the site during a building clearance is unacceptable and this must be reflected in the arrangement.

PD explained that the policy arrangement for Suspect Packages, Mail and Post has been transferred to the Facilities Management Team as an operational procedure.

The following 5 arrangements are being reviewed with the aim of consolidating them into a single arrangement covering the workplace environment.

- Inspection of workplace premises
- Office relocation and office planning
- Workplace housekeeping
- Workplace noise
- Workplace temperature

## **11 –Health and Wellbeing**

A number of issues have been raised with regard to the Guardian 24 lone worker device, these have included:

- Reported false activation alerts
- GPS location errors
- Man down function failure

PD will contact other Safety Officers in Herts and put a survey out via the LGA requesting feedback on the performance of the Guardian 24 lone worker device and monitoring portal.

Once feedback has been received PD will arrange a meeting with the Corporate Property and Facilities Manager, Deborah Quinney (DQ) and AT to discuss:

Contract monitoring, compliance and performance.

Stakeholder engagement

Training on the use of the device and the management portal

Value to the organisation

PD briefed the committee on a Management Development Programme drawn up by the Safety Officer at Stevenage Borough Council. The Committee expressed an interest in viewing the document. PD to circulate to Committee members.

Action PD

## **12 –Key messages for the next quarter**

Review outcomes from accommodation review

Ongoing training and development

## **13 –Health and Safety news items, prosecutions**

Committee were advised that neighbouring Councils had ongoing cases with the HSE with regard to Hand Arm Vibration Syndrome (HAVS).

A neighbouring council has recently avoided being prosecuted by the Health and Safety Executive (HSE) after two workers fell through a garage roof.

## **14 – AOB**

With the departure of the Facilities Manager, Sarah Bye and Steve Ellis have been asked to attend Safety Committee to represent the Facilities Management Team, they explained that attendance would alternate between SE and SB. The Committee welcomed Steve and Sarah.

The review of the health and safety policy 'workplace arrangements' will be part incorporated as part of the accommodation review.

Action PD

Committee discussed the current display of information as it was agreed that notice boards are cluttered obscuring important information and leading to ad-hoc posters being displayed. Effectively this information overload results in people ignoring basic safety information.

Agreed that SB and PD will review how information is presently displayed to assess how this can be better managed.

Action SB/PD

PD briefed the committee on a Management Development Programme drawn up by the Safety Officer at Stevenage Borough Council. The Committee expressed an interest in viewing the document. PD to circulate to Committee members.

Action PD

PD advised the Committee that an e-mail had been sent to the Head Teacher of Richard Hale School concerning the issue of parents parking along the access road to Wallfields visitors car par, employee car park and Signature Lifestyle, Bentley House. The Head Teacher replied that an advisory would be issued in the parents news bulletin which was confirmed by PD.

Dame Judith Hackitt former chair of the HSE is due to produce an interim report on her post-Grenfell Tower review of Building Regulations and fire in accordance with the review's terms of reference outlined by the government. Following the Grenfell Tower fire neighbouring Councils carried out fire safety checks of their high rise blocks.

Regulator NHS Improvement said tests of cladding samples from buildings belonging to King's College Hospital Foundation Trust, Sheffield Children's Foundation Trust and North Middlesex University Hospitals Trust have failed combustibility tests.

NHS Improvement said 38 trusts requested help in carrying out a fire safety tests after it wrote to all providers in England asking them to check on 19 June.

The government has instructed councils and academy trusts to carry out fire safety checks on school buildings to identify any that may need further investigation.

SW advised Committee that in response to a letter sent to Jonathan Geall, Head of Housing and Health from the Department for Communities and Local Government requesting confirmation of residential dwellings 18 metres +, East Herts do not have any dwellings, commercial or business premises falling into the DCLG's criteria.

AT highlighted the importance of ensuring that East Herts maintains health and safety compliance across its portfolio of directly managed properties.

Date of next meeting: TBA