

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 11 JULY 2012, AT 3.00 PM

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

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Helen Farrell	- Human Resources Officer
Emma Freeman	- Head of People, ICT and Property Services
Alan Madin	- Director of Internal Services
Jaleh Nahvi	- Human Resources Officer

152 APPOINTMENT OF VICE CHAIRMAN

It was moved by Councillor P Ruffles and seconded by  
Councillor D Hone that Councillor J Ranger be appointed Vice  
Chairman for the Civic Year 2012/13.

RESOLVED – that Councillor J Ranger be appointed  
Vice Chairman for the Civic Year 2012/13.

153 MINUTES

RESOLVED – that the Minutes of the meeting held on  
11 January 2012 be confirmed as a correct record and  
signed by the Chairman.

154 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members of the changes in relation to Disclosable Pecuniary Interests and reminded Members to return their forms.

155 HUMAN RESOURCES - QUARTERLY PERFORMANCE REPORT

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The Head of People, ICT and Property Services submitted a report summarising people management statistics and human resource delivery for the July 2012 quarter. A summary of the new projects to be undertaken was provided.

She provided an update in relation to the services provided by Manpower for permanent and temporary recruitment and that their contract with County Council would end in April 2013.

It was noted that following a review by Investors in People in April 2012, the Council had also been successful in passing all 39 indicators and had received a “two-tick” accreditation status.

The Director of Internal Services advised that following on from the consultation in relation to Shared Services, comments would be analysed and a report would be submitted to Members in September 2012.

Councillor P Ruffles referred to Equalities and Disability issues and suggested that the fourth bullet point relating to “employees become disabled” should be extended to include Members. This was supported.

Updates were provided in relation to Human Resource Policies to be reviewed.

Members noted the quarterly performance report.

RESOLVED – that the quarterly performance report be noted.

156 HUMAN RESOURCES MANAGEMENT STATISTICS

The Head of People, ICT and Property Services submitted a report detailing performance indicators for the period 1 April to 30 June 2012.

Members noted that staff turnover for 2012/13 was projected to be 7.73% against a target of 10%. Short term sickness was projected at 4.74% against a target of 5%. Long term sickness was projected at 2.28 days against a target of 2.5 days.

The Head of People, ICT and Property Services reported that there had been 9 new starters during the quarter. Updates were provided in relation to the Council's Performance Development Review schemes and the Corporate Training Plan for 2012/13 and in relation to Equalities Monitoring reviewed on an annual basis. Councillor J Ranger referred to comments made by the Executive regarding disability "targets" preferring instead the use of the word "indicators". He made the point that the Council should be encouraging people with a disability to apply for positions with the Council and that these were not targets in the pure sense of the word.

Councillor C Woodward referred to the fact that the Council was under target in terms of women within the management structure. The Head of People, ICT and Property Services referred to recent re-structures which had affected the target. She suggested that there was a need to review the next tier down and undertook to review the matter and report back to Members.

Members noted the quarterly performance report.

RESOLVED – that the report be noted.

## 157 ABSENCE AND TURNOVER STATISTICS

The Head of People, ICT and Property Services submitted a report detailing absence levels, short and long term sickness for 2011/12 including the current and proposed initiatives to reduce absence. A detailed analysis of the rationale behind short term and long term sickness, including the progress

made against targets made in 2011/12 and proposed actions for 2012/13, were detailed in Essential Reference Paper “B” of the report now submitted.

The Head of People, ICT and Property Services provided a detailed analysis of the turnover for the period 1 April 2011 to 31 March 2012 of 11.86% against a target of 10% and a breakdown of the Stability Index and vacancy rate. An analysis of statistics relating to voluntary leavers was detailed in Essential Reference Paper “C” of the report now submitted.

Councillor J Ranger referred to the “reasonable” levels of sickness in comparison to other averages as set out in the report now submitted.

Councillor P Ruffles thanked Officers for such a comprehensive and detailed report and sought clarification in relation to home working sickness. The Head of People, ICT and Property Services advised that trends were being monitored.

Councillor P Ruffles queried the possibility of using voluntary workers to work on flower beds and litter pick and of the need to develop a policy. The Head of People ICT and Property Services explained the Council’s position in relation to such a suggestion adding that there was a possibility of “helping partners out” and agreed to report back on this issue.

In summary and in terms of sickness and proposed actions for 2012/13, the Head of People, ICT and Property Services recommended that the targets for 2012/13 remain at 5 days FTE (full time equivalent) for short term absence, 2.5 days (FTE) for long term absence and 9.5 days FTE total sickness absence. This was supported.

In summary and in terms of turnover and proposed actions for 2012/13, the Head of People, ICT and Property Services provided an update in relation to the cessation of the Manpower Contract on 7 April 2013, of the County Council’s decision to bring in permanent recruitment in-house and how this might impact on East Herts District Council.

Members supported the recommendations now detailed.

RESOLVED – that (A) sickness absence targets as detailed in the report now submitted, be approved, specifically that the targets for 2012/13 remain at 5 days FTE (full time equivalent) for short term absence, 2.5 days (FTE) for long term absence and 9.5 days FTE total sickness absence;

(B) the Council continue to explore a shared regional recruitment portal with the East of England Local Government Association (EELGA) and sign up to the proposal;

(C) initiatives be explored in relation to career progression and succession planning;

(D) new roles be reviewed to establish their suitability for Apprenticeship and Voluntary Work experience; and

(E) turnover targets remain unchanged for 2012/13.

## 158 LEARNING AND DEVELOPMENT 2011/12

The Head of People, ICT and Property Services submitted a report outlining the Corporate Training Plan delivered in 2011/12 and seeking approval of the Corporate Training Plan for 2012/13, the detail of which, was set out in Essential Reference Papers “B” and “C” of the report now submitted. The budgets for Corporate Training, Service Training, Professional Training and the Corporate Training Plan for 2012/12 were also set out in the report now submitted.

Councillor C Woodward was pleased to see the improvements in the Personal Development Review (PDR) statistics. It was noted that Revenues and Benefits continued to have the highest submission / completion rates of all sections.

Councillor J Ranger suggested that the use of pre and post evaluation forms might be useful in terms of E-Learning.

Councillor C Woodward questioned whether some courses and policies might be flagged up on an employees' computer whereby the computer could be locked until the individual had completed and provided proof that they had undertaken the course of study. This, he suggested, might be especially useful in terms of mandatory courses.

Members noted the annual report and approved the Corporate Training Plan for 2012/13

RESOLVED – that (A) the report be noted; and

(B) the Corporate Training Plan for 2012/13 be approved.

159 INVESTORS IN PEOPLE AND STAFF SURVEY REPORT

The Head of People, ICT and Property Services submitted a report following a review by the Investors in People and their recommendations made as a result. It was noted that the Council had received a successful positive assessment and would retain the IIP Standard Award for a further three years. As part of the Council's ongoing development, a number of recommendations were made, the detail of which was set out in the report now submitted. It was noted that recommendations were considered by an Engagement and Partnership Team in May 2012 and would ultimately be considered by Corporate Management Team.

Members received the report.

RESOLVED – that the report be received.

160 JOB EVALUATION FOR SENIOR MANAGERS

The Head of People, ICT and Property Services submitted a report which reviewed a job evaluation process for Chief Executive and Chief Officer posts and reviewed the Hay Job Evaluation Process for Heads of Service.

It was noted that the Head of People, ICT and Property Services had looked at two major schemes, the Hay and

Local Government Association and had compared each against a set of criteria. The Head of People, ICT and Property Services stated that on the whole, the Hay Scheme offered better value for money, knowledge and expertise.

Members supported the use of the Hay Job Evaluation process for Chief Executive and Chief Officer roles and that a job evaluation review be completed for Head of Service roles.

RESOLVED – that (A) the Hay Job Evaluation process for Chief Executive and Chief Officer roles be approved; and

(B) a job evaluation review be completed for Head of Service roles.

161 LOCAL JOINT PANEL - MINUTES OF THE MEETING HELD ON 13 JUNE 2012

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RESOLVED – that the Minutes of the Local Joint Panel meeting held on 13 June 2012 be received.

(see also Minutes 162 – 166 below)

162 STAFF AND MEMBER CAR PARKING REVIEW

The Head of People ICT and Property Services submitted a report outlining a policy for consideration regarding staff and Member car parking, the detail of which was set out in the report now submitted. The Director of Internal Services advised that Option 1 (that the status quo continues) was unanimously supported by the Local Joint Panel at its meeting held on 13 June 2012.

Councillor C Woodward sought clarification on how Option 1 might impact on the concerns expressed by the public. The Director of Internal Services explained that with the exception of 1 or 2 days around Christmas, this arrangement would not impact on the public. He explained how the car parking system operated at Wallfields and Gascoyne Way, Hertford.

Councillor J Ranger encouraged the policy of car sharing

where possible.

Members supported the adoption of Option (1) as detailed in the report now submitted as a Policy for staff and Member parking.

RESOLVED – that Option (1) as detailed in the report now submitted, be approved as a policy for staff and Member parking.

(see also Minute 161 above)

### 163 RECRUITMENT POLICY

The Head of People, ICT and Property submitted a report detailing the revisions to the Recruitment Policy. It was noted that in order to facilitate debate, the Director of Internal Services at the Local Joint Panel meeting held on 13 June 2012, had suggested that the report be submitted to Human Resources Committee subject to the Staff and the Employer's Side resolving any issues of disagreement. The Head of People, ICT and Property confirmed that there were now no issues of disagreement.

Members noted and approved the revised policy.

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

(see also Minute 161 above)

### 164 FLEXIBLE WORKING POLICY

The Head of People, ICT and Property Services submitted a report outlining the revisions to the Flexible Working Policy.

The Local Joint Panel, at its meeting held on 13 June 2012, had supported the policy now submitted. Members approved the Flexible Working Policy as set out in the report now submitted.

RESOLVED – that the Flexible Working Policy, as now



submitted, be approved.

(see also Minute 161 above)

165 REDUNDANCY AND APPEALS POLICIES

The Head of People, ICT and Property Services submitted a report setting out revisions to the Redundancy and Appeal Policies. It was noted that to facilitate debate at the Local Joint Panel meeting held on 13 June 2012, the Director of Internal Services, suggested that the reports be submitted to this Committee subject to both the Employer's Side and the Staff Side resolving any anomalies in advance of this meeting. It was noted that paragraph 1.3 of the Policy, the line stating "This policy does not form part of employee's terms and conditions of employment" had been deleted from the revised policy. It was also noted that in paragraph 6.7, the word "strive" be changed to "endeavour".

Members discussed the Council's multiplier and supported the suggestion to leave this alone.

The Head of People, ICT and Property confirmed that there were now no issues of disagreement.

Members approved the revisions to the Redundancy and Appeals policy.

RESOLVED – that the revisions to the Redundancy and Appeals Policy, as now submitted, be approved.

(see also Minute 161 above)

166 BULLYING AND HARASSMENT POLICY

The Head of People, ICT and Property Services submitted a report concerning revisions to the Bullying and Harassment Policies. It was noted that, to facilitate debate at the Local Joint Panel meeting held on 13 June 2012, the Director of Internal Services, had suggested that the reports be submitted to Human Resources Committee, subject to both the Employer's Side and the Staff Side resolving any anomalies in

advance of this meeting.

Members approved the Dignity at Work Statement.

The Head of People, ICT and Property Services advised that the Policy had been amended to ensure that Human Resources would intervene at an early stage and confirmed that the revisions now had the support of UNISON.

RESOLVED – that the Bullying and Harassment Policy, as now submitted, be approved.

(see also Minute 161 above)

The meeting closed at 4.45 pm

Chairman .....

Date .....