

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 20 MARCH 2013, AT 3.00 PM

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

ALSO PRESENT:

Councillors D Andrews

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Adele Taylor	- Director of Finance and Support Services

707 APOLOGIES

An apology for absence was received from Councillor A Warman. It was noted that Councillor G McAndrew was substituting for Councillor A Warman.

708 MINUTES

In relation to Minute 544 (Pay Policy Statement), the Director of Finance and Support Services undertook to ensure that all Members received an update regarding how many employees still had use of a lease car.

RESOLVED – that the Minutes of the meeting held on 16 January 2013 be confirmed as a correct record and signed by the Chairman.

709 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that the Head of People, ICT and Property Services had given birth to a boy, Marty. Members wished both mother and baby well.

The Chairman reminded Members that a supplementary item had been circulated regarding Learning and Development for 2012/13.

#### 710 LEARNING AND DEVELOPMENT 2012/13

The Head of People, ICT and Property Services submitted a report reviewing the Corporate Training Plan delivered during 2012/13 and which sought approval for the Corporate Training Plan for 2013/14, the detail of which was set out in the report now submitted and in Essential Reference Paper 'B'.

In response to a query from the Chairman regarding the need to share "E-learning" training with towns and parishes, Officers undertook to write to Members with an update.

Councillor J Ranger commented that training per head appeared to have dropped and expressed his concern at this. The Director of Finance and Support Services explained that the Council regularly sought out ways to ensure that training was delivered in the most cost effective manner e.g. via "E-Learning" which would have a positive impact on costs. The Chairman drew attention to the fact that in some areas, training was mandatory, and sought assurances that where necessary, those Officers were receiving appropriate training and not exposing the Council to risk. Officers undertook to review this.

In response to a query from Councillor G McAndrew, the Director of Finance and Support Services explained how the Unified Communicator Advanced (UCA) was used and what actions the Council took to safe guard its employees.

Officers drew attention to the fact that recruitment and retention would shortly be brought back in-house. It was suggested that training on personal resilience would help Managers adapt and manage change related stress.

In response to a query by Councillor P Ruffles regarding the use of social media in a professional manner. The Director of Finance and Support Services explained that this was to be considered elsewhere on the agenda.

Councillor J Ranger referred to a recent staff survey and commented that many men felt that they were being “held back” from a career viewpoint. Members discussed the issue of career progression through and the advantages of, mentoring.

Members noted the Corporate Training Plan for 2012/13 and approved the Corporate Training Plan for 2013/14 as now submitted .

RESOLVED – that (A) the Corporate Training Plan for 2012/13 as now submitted; be noted

(B) the Corporate Training Plan for 2013/14, as now submitted, be approved.

#### 711 SENIOR PAY REVIEW FEBRUARY 2013

The Director of Finance and Support Services submitted a report summarising a Senior Pay Report by HayGroup, the detail of which was set out in the report now submitted and Essential Reference Papers. Officers explained the background to the report and how the pay structures had been evaluated.

The Chairman referred to organisational pay benchmarking adding that narrow pay banding appeared to be the modern approach in determining senior pay. Members considered other types of pay structure for senior officers, set out within the report now submitted and supporting Essential Reference Paper ‘B’ and considered the advantages of performance related pay. The merits of the “E pay check” were considered as a comparator for senior salaries and how this might be useful in evaluating the salary for the Chief Executive and Director of Customer and Community Services.

Members agreed that Chief Officers remain on fixed spot salaries, and that no changes be proposed for Heads of Service. Members also agreed that the Chief Executive / Director and Directors, remain on fixed spot salaries. Members also requested that a review be undertaken of the Chief Executive and Director of Customer and Community Services base pay as part of "E pay Check" ensuring that his role of Head of Paid Service be taken into account in comparing "like for like".

RESOLVED - that (A) Chief Officers remain on fixed spot salaries, and that no changes be proposed for Heads of Service;

(B) the Chief Executive / Director and Directors remain on a fixed spot salaries; and

(C) the Chief Executive and Director of Customer and Community Services base pay be reviewed using "E pay Check", ensuring that his role of Head of Paid Service be taken into account in comparing like for like.

## 712 EMPLOYEE ENGAGEMENT ACTION PLAN

The Interim Head of People Services submitted a report providing an updating on the Employee Engagement Action Plan, the detail of which was set out in the report now submitted and Essential Reference Paper 'B'.

In response to a query from the Chairman regarding response rates on PDRs across all Council sections, the Director of Finance and Support Services provided an update on how PDRs were designed to achieve a level of consistency and how frequently they were held. The Director of Finance and Support Services explained that she would ask the Interim Head of Human Resources, who would be joining the Council on 1 April 2013, to undertake spot checks across the Council. In response to a query from Councillor N Wilson regarding PDRs, and staff questions raised within the context of the bi-annual Staff Survey, Officers agreed to circulate to Members the questions posed within the Survey.

In response to a query from Councillor J Ranger regarding how the Council communicated with staff, the Director of Finance and Support Service provided an update on what formal and informal information links the Council used and how this was disseminated to staff.

Members noted the report and were pleased to see how many of the actions within the Employee Engagement Action Plan had been achieved.

RESOLVED – that the report be noted.

713 EQUAL PAY AUDIT: UPDATE REPORT

The Interim Head of People Service submitted a report detailing and update on actions following the Equal Pay Audit in 2011, the detail of which was set out in the report now submitted. In response to a query from the Chairman regarding potential overtime anomalies between genders, Officers undertook to investigate this and write to Members. Members noted that because of the confidential nature of the issue that it might be difficult to collate this information but that staff forums could be mechanism.

Officers explained the difficulties of career progression as managerial roles were removed from the structure. The merits of mentoring were debated and the advantages to both the individual in terms of career progression and to the Council in terms of knowledge and expertise gained.

Members noted the report.

RESOLVED – that the report be noted.

714 HUMAN RESOURCES - QUARTERLY PERFORMANCE REPORT

The Interim Head of People Services submitted a report summarising people management statistics and human resource delivery for the quarter up to 1 March 2013. Updates were provided in relation to turnover and short term sickness figures. Officers reminded Members that the

Council's contract with Manpower would terminate in April 2013 and of the Council's arrangements to bring back "in-house" recruitment services. The impact of this on Managers and Head of Service, was discussed.

Officers provided an update on the new payroll arrangement and of a new "E-Learning" initiative which had been introduced. It was noted that there was a need to update the Employee Handbook and to review the Council's Redeployment Policy. In response to a query from Councillor G McAndrew regarding a breakdown of the 27 staff who had left the Council, Officers undertook to write to Members with a breakdown of the statistics.

RESOLVED – that the report be noted.

715 LOCAL JOINT PANEL - MINUTES OF THE MEETING HELD ON 19 FEBRUARY 2013

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RESOLVED – that the Minutes of the Local Joint Panel meeting held on 19 February be received.

(See Minutes 716 – 719 below)

716 MATERNITY AND PATERNITY POLICY

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 19 February 2013 on the Maternity and Paternity Policy.

RESOLVED – that the revised Maternity, Paternity and Adoption Policy, as submitted, be approved.

(see also Minute 715 above)

717 OFFICERS' CODE OF CONDUCT

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 19 February 2013 on the Officers' Code of Conduct Policy.

RESOLVED – that the Officers' Code of Conduct, as

now amended, be approved

718 DISCLOSURE AND BARRING SERVICE POLICY

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 19 February 2013 on the Disclosure and Barring Service Police.

RESOLVED – the Disclosure and Barring Service Policy and the Recruitment of Ex-Offenders Policy, as now submitted, be approved.

719 SOCIAL MEDIA POLICY

The Committee considered and supported the recommendations of the Local Joint Panel meeting held on 19 February 2013 on the Social Media Use Policy.

RESOLVED – the Social Media Use Policy, as now submitted be approved.

The meeting closed at 4.05 pm

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