

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 3 JULY 2013, AT 3.00 PM

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

OFFICERS IN ATTENDANCE:

Glenda Bennett	- Interim Head of People and Property
Martin Ibrahim	- Democratic Services Team Leader
Preksha Patel	- Human Resources Officer
Adele Taylor	- Director of Finance and Support Services

94 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor P Ruffles and seconded by Councillor P Ballam that Councillor J Ranger be appointed Vice-Chairman of the Committee for 2013/14.

RESOLVED – that Councillor J Ranger be appointed Vice-Chairman for the Human Resources Committee in 2013/14.

95 MINUTES – 20 MARCH 2013

In respect Minute 708 – Pay Policy Statement, it was noted that an e-mail had been sent to Members explaining that 34 employees had a lease car currently and that scheme would be closed on 16 January 2014.

In respect of Minute 711 – Senior Pay Review February

2013, the Committee was advised of an error in recommendations (B) and (C). The Director of Finance and Support Services reminded the Committee of its deliberations which had been correctly recorded in the narrative. However, the recommendations did not reflect properly, the decisions made by the Committee.

It was agreed that these recommendations be amended to read as follows:

(B) the Chief Executive/Director and Directors remain on fixed spot salaries and a review of the Chief Executive/Director base pay be undertaken; and

(C) the Chief Executive/Director of Customer and Community Services base pay be included in "E pay Check".

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 20 March 2013, as now amended, be approved as a correct record and signed by the Chairman.

96 HUMAN RESOURCES – QUARTERLY PERFORMANCE REPORT

The Head of People and Property Services submitted a quarterly performance report for the period April – June 2013. It was noted that 97% of PDRs had now been completed.

The Committee was further advised that a calendar of policy reviews would be submitted to the next meeting, which would be based on three year reviews and not two. Councillor J Ranger suggested that, when appropriate, this should include a review of mileage rates.

The Committee noted the report.

RESOLVED – that the report be noted.

97 EMPLOYING AND MANAGING PEOPLE WITH DISABILITIES POLICY

The Committee considered a report seeking to update the Employing and Managing People with Disabilities Policy. The proposed revisions, necessitated by recent legislative changes, had been considered and supported by the Local Joint Panel, at its meeting held on 3 July 2013. The Panel had commented that strengthening the guidance on what constituted a disability was needed.

The Committee Chairman suggested, in respect of paragraph 2.7 of the policy, adding the word “necessarily” after the words “will not”.

The Committee approved the revised policy subject to the comments now detailed.

RESOLVED – that the revised Employing and Managing People with Disabilities Policy, as now submitted and amended, be approved.

98 RECRUITMENT POLICY

The Committee gave consideration to a revised Recruitment Policy that had been updated to take account of recent legislative changes. The updated policy had been considered and supported by the Local Joint Panel, at its meeting held on 3 July 2013. The Panel had also suggested three additions as follows:

- The need to check the list of countries for eligible workers in paragraph 3.1;
- paragraph 6.16 should include reference to the Redeployment Register; and
- the need to include reference to Apprentices within the policy.

The Committee supported all of these comments.

In response to a question by Councillor P Ballam, the Head of People and Property Services undertook to

check the legal position in respect of copying passports.

Councillor N Wilson queried the use of consultants, agency workers and sole traders and undertaking CRB checks. The Head of People and Property Services advised that such checks would be undertaken by the Agency through which such workers were engaged. The Committee Chairman suggested that this caveat be included in the policy.

The Committee approved the revised policy as submitted subject to the comments now detailed.

RESOLVED – that the revised Recruitment Policy as now submitted, be approved, subject to the comments now detailed.

99 HEALTH AND SAFETY : LONG TERM FAULTS AND DEFECTS

The Committee considered a report of the Health and Safety Officer in respect of high priority concerns identified following a monthly inspection of offices at Wallfields, Charringtons House and Buntingford Service Centre. The report had already been considered by the Safety Committee and its agreed actions had been included in this report.

The Committee noted the report.

RESOLVED – that the report be noted.

The meeting closed at 4.05 pm

Chairman
Date