

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 9 JULY 2014, AT 3.00 PM

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PRESENT: Councillor Graham McAndrew (Chairman).  
Councillors J Ranger, J Thornton, A Warman  
and N Wilson.

ALSO PRESENT:

Councillors C Woodward.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of People and Property Services
Adele Taylor	- Director of Finance and Support Services

95 APPOINTMENT OF VICE CHAIRMAN

It was moved by Councillor A Warman and seconded by  
Councillor N Wilson, that Councillor J Ranger be appointed  
Vice-Chairman for the civic year 2014/15.

RESOLVED – that Councillor J Ranger be appointed  
Vice-Chairman of Human Resources Committee for the  
civic year 2014/15.

96 APOLOGIES

Apologies for absence were received from Councillors P  
Ballam, Mrs D Hone and P Ruffles. It was noted that  
Councillor A Warman was substituting for Councillor P  
Ruffles.

97 MINUTES

RESOLVED – that the Minutes of the meeting held on 16 April 2014 be confirmed as a correct record and signed by the Chairman.

98 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that there would be an additional meeting of Human Resources Committee on 18 August 2014, following the conclusion of the Local Joint Panel meeting, which had been convened to consider the revised Expenses Policy. It was noted that, at the Local Joint Panel meeting on 26 June 2014, the Secretary to the Employer's Side had requested that the Expenses Policy be withdrawn for consultation following recommendations made by the Investigator at a recent grievance hearing.

99 HUMAN RESOURCES - QUARTERLY PERFORMANCE REPORT

The Head of People and Property Services submitted a report providing performance information on human resources matters for the quarter period ending 30 June 2014. Members were reminded that official industrial action was due to take place on 10 July 2014.

In response to a query from Councillor J Ranger regarding staff having to stay at home to look after children, the Head of People and Property Services explained that guidance notes had been issued to all staff and the Council had been asked by EELGA to provide numbers on staff who had supported the strike action.

The Head of People and Property Services stated that she would be providing an update on the timetabling of future policies for revision, at the October 2014 meeting. The Head of People and Property Services stated that the Staff Survey results would be published in July 2014 and that this would be

submitted for Members' consideration at Human Resources Committee on 22 October 2014.

Councillor J Ranger referred to the "Here to Help" initiative and suggested that this could be used as an example for the Local Authority East of England Challenge. The Director of Finance and Support Services stated that Officers had been considering this as a possibility and if Members wished, would investigate this in more detail. This was supported.

The Head of People and Property Services provided clarification in response to a query from Councillor N Wilson about staff briefings.

Members agreed to note the report.

RESOLVED – that (A) the human resources quarterly performance report now submitted, be noted; and

(B) Officers investigate the initiative of "Here to Help" for possible inclusion within the Local Authority East of England Challenge.

100 HUMAN RESOURCES MANAGEMENT STATISTICS APRIL TO JUNE 2014

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The Head of People and Property Services submitted a report detailing Human Resources Performance Indicators and Targets achieved between the period 1 April to 30 June 2014. It was noted that turnover was projected at 11.65% against a target of 10%, short term sickness was 3.24 days against a target of 4.5 days and long term sickness was 0.6 days against a target of 2 days.

The Head of People and Property Services reminded Members that the Local Joint Panel had recently recommended approval of an Absence Management Policy (see Minute 102 below), which would impact on these targets. Heads of Service and Line Managers would be reminded about staff new "trigger" points.

Members considered the statistics in relation to PDR completions which currently stood at 83%. Councillor J Ranger stated that he was concerned that this figure was not in the “high 90s”. He commented that at a previous meeting of Human Resources Committee, Members had asked that where PDS were not completed, then this should be recorded as a “negative” against the Manager responsible for those returns in terms of their own PDR. Councillor C Woodward stated that at an earlier meeting of Human Resources Committee, Members had agreed that Managers would be disciplined for a failure to meet their PDR target.

The Chairman commented that the PDR was about the ethos of the Council and what it aspired to and spoke of the need to ensure that everyone knew what was expected of them. The Director of Finance and Support Services emphasised her own approach with her Heads of Service in ensuring that PDRs were completed, adding that there would usually be good reasons why a PDR had not been completed and spoke of the need to ensure that the meetings between staff and line managers had taken place. The importance of the meetings and the opportunity for feedback for managers and staff was emphasised as well as completing the paperwork.

Councillor J Ranger referred to PDRs, highlighting the need for training which might be needed for an individual to take on a new role. The Head of People and Property Services explained the PDR process. The Director of Finance and Support Services suggested that a report on this matter be submitted to the meeting of Human Resources Committee on 18 August 2014, setting out which sections were not meeting their PDR target. This was supported.

In noting the report, the Committee agreed that a report on PDRs and which sections were not meeting their targets be presented to the meeting of Human Resources Committee on 18 August 2014.

RESOLVED – that (A) the performance indicator statistics for the period April to June 2014 be noted; and

(B) Officers report back to the meeting on 18 August 2014 on the PDR process setting out which sections were not meeting PDR targets and the reasons for this.

101 LOCAL JOINT PANEL - MINUTES OF THE MEETING HELD ON 26 JUNE 2014

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RESOLVED – that the Minutes of the Local Joint Panel meeting held on 26 June 2014 be received.

(See also Minutes 102 – 103 below)

102 ABSENCE MANAGEMENT POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 26 June 2014 on a revised Absence Management Policy.

RESOLVED – that the Absence Management Policy, as now be approved.

(See Minute 101 above)

103 DISCIPLINARY POLICY REVIEW

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 26 June 2014 on a Disciplinary Policy Review.

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

(See Minute 101 above)

The meeting closed at 3.40 pm

Chairman .....

Date .....