

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON MONDAY  
18 AUGUST 2014, AT 10.45 AM

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

ALSO PRESENT:

Councillor 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

181 APOLOGIES

An apology for absence was submitted from Councillor P Ballam.

182 MINUTES - 9 JULY 2014

RESOLVED - that the Minutes of the meeting held on 9 July 2014 be confirmed as a correct record and signed by the Chairman.

183 TURNOVER REPORT 2013/14

The Head of People and Property Services submitted a report setting out the turnover rates for 2012/13 and 2013/14.

The Head of People and Property Services explained that the turnover rate for 2013/14 was 13.24% against a target of 10% but that this figure also included transfers under the ICT shared service programme with Stevenage Borough Council. If this aspect was excluded, then the turnover rate was 9.3% against a target of 10%. The Head of People and Property Services provided breakdowns in relation to the Stability Index (currently 64% against a target of 90%), voluntary leavers by length of service, service and reason. The Exit Interview Form and process was explained.

The Head of People and Property Services stated that, in the main, the Council was viewed in a positive light by voluntary leavers (54.8%) against the 2012/13 figure of 38.4%. The Head of People and Property Services explained that a lack of promotion prospects tended to remain an issue for leavers and that the Council was doing all it could to address this issue including joint working and helping staff within their careers.

The Head of People and Property Services stated that the Recruitment Policy had been updated and that the Council would continue to run apprenticeship and other schemes. The Head of People and Property Services recommended that turnover targets remain the same for 2014/15.

In response to a query from Councillor P Ruffles concerning leavers, the Head of People and Property Services explained that the majority of leavers were from Revenues and Benefits on short term contract. In response to a further question regarding reasons for leaving, the Head of People and Property Services explained that the reasons listed were historical to the Council.

Councillor J Ranger suggested that the turnover figure which would be published should exclude those staff transferred under shared services, i.e. 9.3%. This was supported. The issue of recruitment, sharing of posts and making posts widely available was discussed. Councillor Ranger commented on the process of exit interviews suggesting that interviews

should be held with the relevant Line Manager. The Head of People and Property Services explained why the current process in terms of form completion had been adopted as this encouraged more honest responses. Councillor C Woodward commented that a lot of staff left their employment because of their relationship with their managers. Three HR Officers currently had responsibility for reviewing exit forms.

In response to a query from Councillor J Thornton regarding those staff on one year contracts, the Head of People and Property Services explained that there were approximately 30 staff and that approximately 15 zero-hours staff were employed at Hertford Theatre. The Director of Finance and Support Services explained that the short term contracts were usually to handle peaks and troughs generated in Revenues and Benefits work or specific project work, often where additional new burdens on funding had been received. The Director explained that there had also been a number of retirements from that service.

The Committee agreed to note the report and that the lower turnover figure of 9.3% be used for publication. Additionally, that the turnover targets for 2014/15 be 10%; the Voluntary Turnover target rate be 7% and the Stability Index target be 90%.

RESOLVED – that (A) the report be noted and that the lower turnover figure of 9.3% be used for publication; and

(B) the turnover targets for 2014/15 as now submitted, be approved.

#### 184 PDRS UPDATE - AUGUST 2014

The Head of People and Property Services submitted a report on the Performance Development Review (PDR) Scheme. The PDR statistics for December / January 2013/14 showed 89.52% (299 out of 334 staff) had had their reviews completed and that 85.98% (227 of 264 staff) had had their objectives set for 2014/15. Services which had achieved 100% in terms of reviews completed and objectives set and services with

outstanding reviews and objectives were set out in the report now submitted. The Head of People and Property Services provided updates on those services which had not achieved 100%. In terms of Planning and Building Control's statistics, the matter had been brought to the attention of the Head of Service and Director.

The Head of People and Property Services stated that in terms of Members' earlier request to sanction Managers who did not submit PDRs within the required timeframes, this aspect would be reflected within a Managers' own PDR rating and could result in discussions about their own performance and capability.

In response to a suggestion by the Chairman to postpone the January 2015 meeting in relation to the PDR process, the Director of Finance and Support Services explained that Human Resources Committee on 22 October 2014 would receive the mid-year statistics and this would reflect more positive results.

The Committee noted the update on the Performance Development Review Scheme.

RESOLVED – that the Performance Development Review Scheme update be noted.

## 185 EXPENSES POLICY

The Head of People and Property Services explained that there had been no agreement at the Local Joint Panel (18 August 2014) by UNISON to support the revised Expenses Policy and that the matter would be referred to the Joint Secretaries for the East of England Regional Council for mediation/advice.

The meeting closed at 11.35 am