



James Ellis
Head of Legal and Democratic
Services

MEETING : HUMAN RESOURCES COMMITTEE
VENUE : VIRTUAL MEETING - LIVESTREAMED
DATE : WEDNESDAY 5 AUGUST 2020
TIME : 7.00 PM

PLEASE NOTE TIME

MEMBERS OF THE COMMITTEE

Councillor Rosemary Bolton (Chairman)
Councillors P Ruffles (Vice-Chairman), A Alder, S Bull, J Dumont,
M McMullen and S Newton

CONTACT OFFICER: WILLIAM TROOP
01279 502173
william.troop@eastherts.gov.uk

This agenda has been printed using 100% recycled paper

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

Public accessibility – livestream on East Herts Council's YouTube Channel. East Herts Council provides for public attendance at its virtual meetings and will livestream and record this meeting. The livestream will be available during the meeting at this link:

<https://www.youtube.com/user/EastHertsDistrict/live>

If you would like further information, email democratic.services@eastherts.gov.uk or call the Council on 01279 655261 and ask to speak to Democratic Services.

To obtain a copy of the agenda, please note the Council does not generally print agendas, as it now has a paperless policy for all Members. If you are able to, you can use the mod.gov app to access, annotate and keep all committee paperwork on your mobile device. Visit

<https://www.eastherts.gov.uk/article/35542/PoliticalStructure> for details.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes - 12 February 2020 (Pages 7 - 14)

To receive the Minutes of the meeting held on 12 February 2020

3. Chairman's Announcements

4. Declarations of Interest

To receive any Member's Declaration of Interest.

5. Local Joint Panel - Minutes: 5 February and 1 July 2020 (Pages 15 - 28)

The Minutes of the meetings held on 5 February and 1 July 2020.

6. Safety Committee : Minutes - 13 January 2020 (Pages 29 - 32)

To receive the Minutes of the Health and Safety Committee held on 13 January 2020

7. Human Resources Management statistics - Quarter 4 (January - March 2020) (Pages 33 - 44)

8. Health and Safety Quarterly Review - Quarter 4 Report (January - March 2020) (Pages 45 - 56)

9. Health and Safety - Annual Report 2019/20 (Pages 57 - 72)

10. Health and Safety Quarterly Review - Quarter 1 (April - June 2020) (Pages 73 - 84)

11. Learning and Development Review 2019/20 (Pages 85 - 96)
12. Annual Turnover Report 2019/20 (Pages 97 - 110)
13. Employee Health and Wellbeing report 2019/20 (Pages 111 - 124)
14. HR Management Statistics - Quarter 1 (April - June 2020) (Pages 125 - 134)
15. Standby and Out of Hours Policy (Pages 135 - 146)
16. General Leave Policy (Pages 147 - 172)
17. HR and Payroll Team Update (Pages 173 - 226)
18. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.