



James Ellis
Head of Legal and Democratic
Services

MEETING : HUMAN RESOURCES COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 26 MAY 2021
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

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

Substitutes

Conservative Group: Councillors R Buckmaster, A Curtis and
A Ward-Booth

Liberal Democrat
Group: Councillor M Goldspink

*(Note: Substitution arrangements must be notified by the absent Member
to Democratic Services 24 hours before the meeting)*

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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

From 7 May 2021, all committee meetings will return to the Council Chamber at Wallfields, Pegs Lane. If you wish to attend a meeting, please email democratic.services@eastherts.gov.uk as spaces are limited due to COVID-19 restrictions. All meetings will continue to be streamed online on the East Herts District YouTube channel (available from YouTube and then searching for the channel) or at this link: <https://www.youtube.com/user/EastHertsDistrict/live>.

If you would like further information, email Democratic Services or call the Council on 01279 655261.

Accessing the agenda pack

To obtain a copy of the agenda, please note the Council does not generally print agendas, as it now has a paperless policy for meetings. You can view the public version of the agenda for this meeting on the Council's website in the section relating to meetings of Committees. You can also use the ModGov app to access the agenda pack on a mobile device. The app can be downloaded from your usual app store.

Implementing paperless meetings will save East Herts Council approximately £50,000 each year in printing and distribution costs of agenda packs for councillors and officers.

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. Appointment of Vice-Chairman for 2021/22
2. Apologies
To receive apologies for absence.
3. Minutes - 16 February 2021 (Pages 7 - 16)
To receive the Minutes of the meeting held on 16 February 2021.
4. Chairman's Announcements
5. Declarations of Interest
To receive any Member's Declaration of Interest.
6. Local Joint Panel Minutes - 5 May 2021 (Pages 17 - 24)
To receive the Minutes of the Local Joint Panel meeting held on 5 May 2021.
7. Health and Safety Committee Minutes - 27 April 2021 (Pages 25 - 32)
To receive the Minutes of the Health and Safety Committee held on 27 April 2021.
8. Health and Safety Quarterly Statistics/Updates (Quarter 4)
(Pages 33 - 46)
9. Health and Safety Annual Report 2020/21 (Pages 47 - 68)
10. Human Resources Management Statistics - Quarterly Report
(Pages 69 - 80)

11. Annual Turnover Report 2020/21 (Pages 81 - 92)
12. Employee Health and Wellbeing Report 2020/21 (Pages 93 - 126)
13. Learning and Development Review 2020/21 (Pages 127 - 138)
14. Employment Policies Developed Report x 5 (Pages 139 - 246)
15. HR and Payroll Team Update (Pages 247 - 260)
16. 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.