



James Ellis  
Head of Legal and Democratic Services

**MEETING** : HUMAN RESOURCES COMMITTEE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 5 JUNE 2024  
**TIME** : 7.00 PM

**PLEASE NOTE TIME AND VENUE**

This meeting will be live streamed on the Council's Youtube page:  
<https://www.youtube.com/user/EastHertsDistrict>

**MEMBERS OF THE COMMITTEE**

Councillor Rachel Carter (Chairman)  
Councillors M Butcher, M Connolly, T Deffley, D Hollebon, M Swainston  
and D Willcocks

**Substitutes**

Conservative Group: Councillor R Buckmaster  
Green Group: Councillors J Dunlop and G Hill  
Labour Group: Councillor D Jacobs  
Liberal Democrat Group: Councillor S Marlow

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

**CONTACT OFFICER: MEETING CONTACT**  
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## **Disclosable Pecuniary Interests**

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.

## **Public Attendance**

East Herts Council welcomes public attendance at its meetings and meetings will continue to be live streamed and webcasted. For further information, please email [democraticservices@eastherts.gov.uk](mailto:democraticservices@eastherts.gov.uk) or call the Council on 01279 655261 and ask to speak to Democratic Services.

The Council operates a paperless policy in respect of agendas at committee meetings and the Council will no longer be providing spare copies of Agendas for the Public at Committee Meetings. The mod.gov app is available to download for free from app stores for electronic devices. 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/Political-Structure> for details.

## **Audio/Visual Recording of meetings**

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

## **AGENDA**

1. Appointment of the Vice-Chair for 2024/25

2. Apologies

To receive apologies for absence.

3. Minutes - 6 February 2024 (Pages 7 - 13)

To receive the Minutes of the meeting held on 6 February 2024.

4. Chair's Announcements

5. Declarations of Interest

To receive any Member's Declaration of Interest.

6. Health and Safety Annual Report 2023/24 (Pages 14 - 25)

7. Employee Health and Wellbeing report 2023/24 (Pages 26 - 40)

8. Annual Turnover Report 23 - 24 (Pages 41 - 53)

9. Learning and Development Report 23 -24 (Pages 54 - 62)

10. Human Resources Quarter Four Statistics 2023/24 (Pages 63 - 79)

11. Flexible Working Policy Report (Pages 80 - 97)

12. General Leave Policy Report (Pages 98 - 123)

13. Family Friendly Policy Report (Pages 124 - 156)

14. Redundancy Policy Report (Pages 157 - 178)

15. Volunteering Policy Report (Pages 179 - 190)

16. Urgent Business

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