



MEETING : HUMAN RESOURCES COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 4 FEBRUARY 2026
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

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

MEMBERS OF THE COMMITTEE

Councillor Rachel Carter (Chair)
Councillors M Butcher, M Connolly, T Deffley, A Holt, M Swainston (Vice-Chair) 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 7 hours before the meeting, i.e. by midday on the day of the meeting)

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- 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;
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AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes - 24 September 2025 (Pages 6 - 11)

To receive the Minutes of the meeting held on 24 September 2025.

3. Chair's Announcements

4. Declarations of Interest

To receive any Member's Declaration of Interest.

5. Human Resources Quarter 2 Statistics (Pages 12 - 30)

6. Human Resources Quarter 3 Statistics (Pages 31 - 50)

7. Gender Pay Gap Report 2025 (Pages 51 - 61)

8. Pay Policy Statement 2026/27 (Pages 62 - 75)

9. Exclusion of the Press and Public - (if required)

No Part II business has been notified for this meeting. If Part II business is notified and the procedures set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have been complied with, the Chairman will move: -

That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of item XX on the grounds that it involves the likely disclosure of exempt information as defined in paragraph XX of Part 1 of Schedule 12A of the said Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10. 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.

Agenda Item 2

HR

HR

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 24 SEPTEMBER 2025, AT
7.00 PM

PRESENT: Councillor Rachel Carter (Chair)
Councillors M Connolly, T Deffley, A Holt and
D Willcocks

OFFICERS IN ATTENDANCE:

Michele Aves	- Committee Support Officer
Emily Cordwell	- Human Resources Officer
Sara Saunders	- Director for Place

157 APOLOGIES

There were no apologies for absence.

158 MINUTES - 4 JUNE 2025

It was moved by Councillor Connolly and seconded by Councillor Willcocks that the minutes of the meetings of the Human Resources Committee held on 4 July 2025 be confirmed as a correct record and signed by the Chair.

After being put to the meeting and a vote taken, the motion was declared CARRIED. It was noted that Councillors Deffley and Holt abstained from the vote.

RESOLVED – that the minutes of the meetings of the Human Resources Committee held on 4 July 2025 be confirmed as a correct record and signed by the Chair.

159 CHAIRMAN'S ANNOUNCEMENTS

The Chair welcomed all to the meeting and said that there would be a verbal update from the Director of Place at the end of the meeting.

160 DECLARATIONS OF INTEREST

There were no declarations of interest.

161 HUMAN RESOURCES QUARTER 1 STATISTICS

The Human Resources Officer introduced the report, which followed the layout familiar to the Committee and detailed the Human Resources statistics for Quarter 1.

The Chair thanked the Human Resources Officer for the report.

Councillor Deffley asked if the council had a policy or any measures which they used to try and retain staff who resigned.

The Human Resources Officer said that should an employee resign, conversations would be had, and any potential alternative avenues to the person leaving explored. She said that there were plans to launch a programme where those thinking of resigning could speak with Human Resources first, to discuss the reasons as to why they wished to resign and to see if any preventative measures could be taken to avoid the resignation.

Councillor Connolly referred to page 30 of the Health and Safety Committee minutes and noted the six incidents where staff had reported feeling unwell due to poor office air quality (due to high CO2 levels). She asked how these levels were monitored and questioned if the frequency of the monitoring was sufficient.

The Human Resources Officer said that she would ask the Health and Safety Officer to report back to the

Committee on this matter.

Councillor Connolly referred to page 31 of the report and asked who was responsible for matters identified during parking inspections, as these related to serious issues.

The Director for Place said that she appreciated the points made and advised that conversation had been had on these issues today and thus were in hand. She said that the Committee would therefore receive further feedback.

Councillor Conolly said that it was good to note that the matter of idling ice cream vans expelling fumes at Hartham was being addressed, and thanked officers for this.

The Chair referred to air quality monitors and recalled that teachers were given such devices for classrooms.

The Human Resources Officer said that each part of the building had a monitor, which could be viewed at any time.

The Chair asked if Local Government Reorganisation (LGR) was adding to the difficulties in recruiting to job vacancies.

The Human Resources Officer said that LGR meant that people were not moving posts between councils, and that this in combination with a shortage of qualified staff within Planning and Environmental Health had affected recruitment.

The Director for Place said that with regard to Planning vacancies, there was a particular industry shortage of senior staff – as people moved on after training due to the council's inability to compete with private sector pay.

It was moved by Councillor Connolly and seconded by Councillor Deffley, that the recommendations, as detailed,

be approved. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED –that the Human Resources Management report for Quarter 1 (April– June 2025) be considered and any comments provided to the HR Adviser regarding the content or formatting of the report.

162 ANNUAL EQUALITIES REPORT 2024/25

The Human Resources Officer introduced the report which included recommendations for the 2025/26 employment equality action plan.

The Chair thanked officers for the report and queried why only six of the nine protected characteristics were covered within the papers.

The Human Resources Officer said that she would speak to the report author and request that this information be included in the next report.

The Chair asked if unpaid carers could also be included within future reports and asked what the council currently did to protect this group.

The Human Resources Officer said that carers were not 'logged', but that a policy existed which defined how a carer was recognised and gave entitlement to five paid days leave (pro-rata) for caring responsibilities. She said that this detail could also be included in the next report.

Councillor Connolly referred to the promotion of equalities based events within the calendar and asked if the number of these could be increased.

The Human Resources Officer said that it was a priority for an Equality, Diversity and Inclusion Group to be convened, which would allow such an increase.

Councillor Willcocks queried the number of 'unknown ethnicity' responses given by employees on their exit questionaries and asked if it was mandatory to provide this information.

The Human Resources Officer said that should a person not wish to give such information it was possible to opt for 'other'.

Councillor Deffley asked if it was a legal requirement for the council to produce an annual equalities report. The Human Resources Officer said that it was a legal requirement.

It was moved by Councillor Willcocks and seconded by Councillor Connolly, that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that (A) the Annual Equalities Report 2024/25 be noted; and

(B) that the recommendations set out in the 2025/26 action plan be considered and approved.

163 URGENT BUSINESS

The Director for Place gave a verbal update regarding operational changes to management within the Human Resources Department.

The Director for Place said that East Herts had entered into a shared service with Broxbourne Council, which would see a senior manager split their time between the two organisations. She added that the arrangement would also enable East Herts to receive specialist director level support from Broxbourne and gave further opportunities for shared work.

Members were advised that the contract was for one year and would be reviewed in six months' time. She reiterated

that the arrangement related to management only, with the postholder directly reporting to the Director for Place and would not see any changes to other staff members or an alignment of the organisations policies.

The meeting closed at 7.26 pm

Chairman

Date

Agenda Item 5

East Herts Council Report

Human Resources Committee

Date of Meeting: 4 February 2026

Report by: Marie Funiciello, Human Resources Adviser

Report title: Human Resources Quarter 2 Statistics 25 -26

Ward(s) affected: (All Wards);

Summary

- For Members to consider the Human Resources Management Report for Quarter 2 which covers July – September 2025

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:

A. **To consider the Human Resources Management report for Quarter 2 (July - September 2025) and provide any comments to the Human Resources Adviser regarding the content or formatting of the report.**

1.0 Proposal(s)

1.1 Members are invited to consider the Human Resources (HR) Management report for Quarter 2 (July - September 2025)

2.0 Background

2.1 Revised format following recommendations of HRC

3.0 Reason(s)

3.1 For members to consider the quarterly statistics on:
Sickness
Vacancies
Recruitment and Retention
Learning and Development
Health and Safety

4.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

The data shows that East Herts Council employs a diverse workforce with some areas of overrepresentation.

Environmental Sustainability

No

Financial

No

Health and Safety

Health and Safety statistics and safety committee minutes provided.

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

No

5.0 Background papers, appendices and other relevant material**5.1 Data Report****5.2 Minutes - Safety Committee****Contact Member**

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Claire Kirby, Human Resources Officer, Tel: 01992 531630.

claire.kirby@eastherts.gov.uk

HR Committee Report for Q2 2025/26

Note: As of 30 September 2025, East Herts Council employed 274.34 fte and had a headcount of 304.

1.0 Sickness Absence

At the end of Quarter 2, the total number of sickness days taken was 584.87 full time equivalent (FTE) days. Of these, 114.16 FTE days (19.5%) were due to short term sickness and 470.71 FTE days (80.5%) were due to long term sickness. The percentage of time lost due to short term sickness is 2% and the percentage of time lost due to long term sickness is 8.4% which equates to a total percentage lost time of 10.4%.

At the end of Quarter 2, the number of FTE days absent per FTE was an average of 2.11 days.

Short term sickness

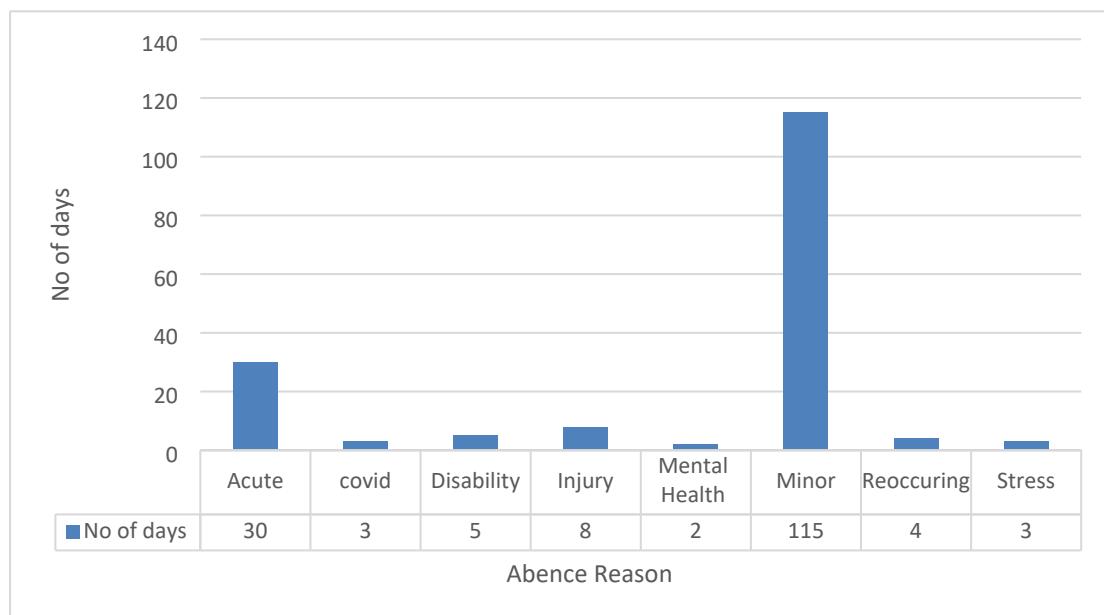
Absences of less than four weeks are considered to be short term sickness absence.

43 employees (14% of the total headcount) had short term sickness absence during Q2 totalling 114.6 FTE days.

At the end of Q2, the number of short-term FTE days absent per FTE was an average of 0.42 days.

Short term absences that meet out trigger points are handled through our Absence Management Policy processes.

See graph below that highlights the number of days recorded by absence reason:



Long term sickness

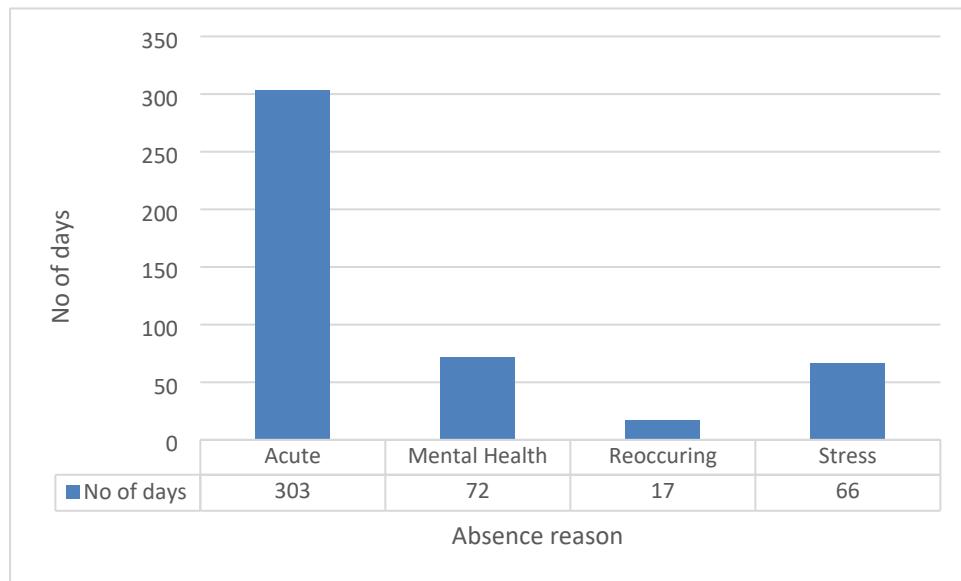
Absences in excess of 4 weeks / 28 consecutive calendar days are considered to be long term sickness absence.

14 employees (8.4 % of the total headcount) had long term sickness absence during Q2 totalling 470.71 FTE days.

At the end of Q2, the number of long-term FTE days absent per FTE was 1.71 days.

All long-term absence is being managed with HR staff supporting the employee and manager to help get the member of staff back to work. We use our Occupational Health Service and Employee Assistance Programme to support this process; they provide helpful guidance and recommendations to help us accommodate return to work for the member of staff.

See graph below that highlights the number of days recorded by absence reason:



2.0 Recruitment and Retention

Recruitment

Our biggest recruitment challenge this quarter were qualified Environmental Health Technical Officers. The team are currently reviewing the structure, with a focus on developing career progression opportunities to both attract new talent and retain staff. We are also reviewing the new environmental health apprenticeships that are being developed by East Suffolk Council as a possible future avenue for recruitment.

We have an agreement with LinkedIn to market our top 5 roles, and boost any roles that are difficult to recruit, this has helped with attraction. We continually review our offers against the market and adapt what we can given our financial constraints.

All recruitment requests must be accompanied by a business case and signed off by a panel. This ensures that we challenge ourselves to consider if we need to replace roles like for like, should we use the opportunity to reshape roles, do we really need the role etc.

There have been 10 new starters in quarter 2:

- 4 in Place
- 1 in Communities
- 4 in Regeneration, Customer and Commercial
- 1 in Legal, Policy and Governance

Vacancies

As of 30 September 2025, we had 54 posts unfilled for a variety of reasons. This represents 17.7% of posts.

These are the main reasons posts are vacant:

- Being held for budget savings
- Budget being used in a different way e.g. temp increase in hours
- Being held as a service review pending
- To be deleted following service review
- In the process of being recruited to
- Recruitment successful, job offer out but new member of staff has not yet started.

It takes almost twice as long to recruit to a post as it takes for someone to resign and work their notice which often account for the high vacancy number. Business critical posts get covered by agency / interim staff or through acting up arrangements that also offer staff development opportunities.

Retention – Turnover

There were 16 leavers in Q2 giving a turnover rate for the quarter of 5.2%. The turnover rate predicted for the annual period 2025/26 is 15.7%. This is slightly higher than our target of 14% and the national average across all sectors of 15%.

Reasons for leaving in Q2 included: To achieve promotion, retirement, changes in career, and for personal reasons.

The leavers were in the following teams:

- 5 in Place
- 2 in Communities
- 5 in Regeneration, Customer and Commercial
- 1 in Legal, Policy and Governance
- 3 in Finance, Risk and Performance

Recruitment and retention related activity planned for Q3

- We will be reviewing our job adverts with Jobs Go Public to allow for optimisation.
- We will be reviewing our insights within our LinkedIn agreement to allow our job adverts to reach a wider audience.

3.0 Learning and Development

The learning needed in our organisation is delivered by e-learning, one to one training or group-based learning remotely or in person.

HR is responsible for the corporate training budget, including professional training. We have created a training needs analysis which highlights Statutory learning, CPD requirements and skill/knowledge development which has been used to scope the annual training plan.

In quarter 2 SPACE delivered a workshop for Neurodiversity in the workplace, covering what neurodiversity means, sensory processing and functioning differences and provide managers with practical adaptations they can implement.

We are utilising the apprenticeship levy, with 4 officers currently completing a level 7 qualification, 1 officer completing level 4 qualification and 1 officer completing a level 3 qualification.

The annual mandatory e-learning training programme has continued for employees to complete in line with their performance review. These courses include Data Protection, Health and Safety, Equality, Diversity & Inclusion and Safeguarding. A mandatory course on preventing sexual harassment has now been added to ensure compliance with the new statutory requirements and increase the safety of all of our staff at work and in work related activities.

In addition to our mandatory programmes there are many other programmes that our staff can access to increase their knowledge and skills. We have renewed our contract with our e-learning provider for a further year.

Learning and Development planned for the next quarter:

- Review the content for the mandatory training within Skillgate (data protection, equalities, safeguarding) to make sure we're still compliant.

4.0 Health and Safety

Accidents, Incidents and Near Misses

Background Information

Accidents are classified into two categories:

Non-Reportable Accidents

These are minor accidents such as cuts, minor contact injuries e.g., walking into the corner of a desk etc, slips, trips. Staff are encouraged to report these and can use the online self-service portal MyView or completing an accident report from the accident report pad. These are designated form BI510 accidents.

East Herts Council operates predominately back-office functions in a low-risk environment, the determination of low risk is based on the Health and Safety Executives definition, therefore, a high rate of accidents is not expected to occur.

Reportable Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, often known by the acronym **RIDDOR**, is a 2013 statutory instrument of the Parliament of the United Kingdom. It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences".

Types of incidents that are reportable under RIDDOR?

- accidents resulting in the death of any person.
- accidents resulting in an absence from work over 7 days (excluding the day of the accident) e.g., degloving injury.
- non-fatal accidents requiring hospital treatment to non-workers. E.g., anyone not employed by the council.
- dangerous occurrences e.g., collapse, overturning or failure of any load-creating part of lifting equipment, failure of any closed vessel or associated pipework forming part of pressure systems, collapse of scaffold this is not a definitive list.
- Reportable diseases under RIDDOR are listed in regulations 8 and 9 of the regulations. Types of occupational diseases include occupational dermatitis, hand-arm vibration syndrome, occupational cancer etc.

Any reportable accident, incident or near miss arising from construction work e.g., building sites, new builds, demolition work or developments fall under the purview of the Health and Safety Executive.

Incidents and Near Miss Events

An incident is a broader term for any event, planned or unplanned, positive, or negative, that may or may not result in harm, damage, or injury. In essence, an accident is a specific type of incident that leads to a negative outcome.

Examples of incidents include, but are not limited to the effects of abusive, threatening behaviours, receiving obscene, aggressive, or threatening phone calls, correspondence, effects on the health of an individual arising from illness, health exacerbated by environmental factors e.g. excessive heat, air quality, extremes of temperature.

Colleagues are encouraged to report incidents and near misses in order to identify patterns and themes that allow the organisation to implement measures and controls to protect employee health and wellbeing. A new table has been introduced to report the number of Incident and Near Miss events occurring.

The Council also has the Employee Assistance scheme that offers confidential counselling, advice and support for any person affected by an incident, accident or near miss event.

Further support will also be available through the re-launched Mental Health First Aid provision following the successful participation in a 13-week Mental Health skills bootcamp.

Work Related Accidents

	Q1 24/25	Q2 25/26	Target 25/26
H&S Employee Work Related Accidents (<u>Not</u> reportable to the HSE under RIDDOR 2013)	0	2	3
H&S Employee Work Related Accidents (Reportable to the HSE under RIDDOR 2013)	0	0	0

Work Related Incidents, Near Misses

	Q1 24/25	Q2 25/26	Target 25/26
H&S Employee Work Related Incidents (<u>Not</u> reportable to the HSE under RIDDOR 2013)	0	0	3
H&S Employee Work Related Incidents (Reportable to the HSE under RIDDOR 2013)	0	0	0
H&S Employee Work Related Near Miss Events	0	0	0

Contract Management and Responsibility

The Council have outsourced a number of high-level services from waste collection and recycling, street cleansing, grounds maintenance and leisure services and employs contractors for capital projects.

However, health and safety responsibilities cannot be passed from one party to another by a contract. If something goes wrong the Council can and will be held accountable by the HSE and the Courts.

The Council therefore ensures that contractors have appropriate health and safety policies in place, monitor contractor performance and safety standards. In order to ensure that services are delivered safely the officers with contract oversite:

- Convene meetings to review performance.
- Monitor complaints received and undertake investigations.
- Undertake onsite inspections and reviews.

Heads of Service with responsibility for these functions are responsible for ensuring that effective management controls are implemented.

Minutes of Safety Committee
Wednesday 06th August 2025
Meeting Room 1.15 / Microsoft Teams

Present: EHDC Peter Dickinson (PD), Jackie Bruce (JB),
John Earley (JE), Dominique Kingsbury (DK),
Claire Cornell (CC), Steve Sargent (SS)

Present:

Apologies: Emily Tickridge (ET), Paul Thomas-Jones (P T-J), Ezra O'Neill (E O'N), Ian Sharratt (IS), Rowan Perrin (RP), Chloe Hipwood-Norton (C H-N), Jeanette Lowden (JL), Ben Wood (BW), Geoff Hayden (GH), Laura Lightfoot (LL)

Introductions / Announcements:

(PD) Welcomed Claire Cornell (CC), Insurance and Risk Officer Who has joined Safety Committee and will cover risk and Insurance matters. Please contact Claire in all matters covering these areas and any potential claims.

1.0 Minutes of the last meeting

The Minutes of the meeting held on 07th May 2025 were agreed as an accurate record.

Action: No action required.

2.0 Matters Arising from the minutes.

There were no matters arising.

Action: No action required.

3.0 Regulatory and Legislative Changes

The Health and Safety Executive (HSE) is ramping up efforts to tackle work-related ill health, overhaul RIDDOR reporting, review its Fee for Intervention (FFI) scheme, and smooth the Building Safety Regulators transition into a standalone body – all while keeping enforcement sharp and regulation smarter.

RIDDOR

At its Autumn 2025 AGM, the Health and Safety Executive unveiled key priorities: a sharper focus on work-related ill health (particularly stress, respiratory and musculoskeletal illnesses, mental health and welfare) and a planned overhaul of RIDDOR reporting to streamline and improve reporting procedures principally within the construction sector.

FFI

The Health and Safety Executive (HSE) Fee for Intervention (FFI) is a scheme to recover costs from businesses found to be in material breach of health and safety laws.

The HSE are reviewing the scheme to keep enforcement 'fair and proportionate' but significant change is not expected.

The current fee is £183.00 per hour.

BSR

On 1 October, the Building Safety Regulator (BSR) became the Building Control Authority for all higher-risk buildings (HRBs) in England. These reforms, which include a new Fast Track Process, changes to leadership and fresh investment, aim to support the delivery of 1.5 million safe, high-quality homes and take early steps toward establishing a single construction regulator - a key recommendation from the Grenfell Tower Inquiry.

Action: No action required

4.0 High Oak

(EP) unable to attend. No update received.

Action: No action required.

5.0 Accidents, Incidents and Near Misses

There were no non-reportable, minor accidents reported between 03rd May and 05th August 2025, this was not related to any system or procedural failure and no further action was required.

1 Incidents was reported by BEAM

Action: (GH) to update Committee on ventilation work progress

5.0 Health and Safety Inspections and Contract Compliance

5.1 Shared Waste Service – Buntingford Depot

Committee were advised that (C H-N) was leaving North Herts Council and that (JL) will be the Shared Service Contract Manager, Waste & Recycling.

Committee expressed its thanks to (C H-N) for her contribution and wished her luck in her future endeavours and expressed congratulations to (JL).

It was noted that the changes to the Waste Collection contract had had a significant impact on the Customer Services Team due to an extremely high volume of calls from customers.

Veolia have now assumed responsibility for site management at Buntingford Depot.

Action: No action required.

5.2 Parks, Open Spaces and Play Areas

(IS) and (RP) unable to attend. (RP) Sent a report that the Love Parks event held at Bishops Stortford Castle Park was well attended and no safety issues occurred. Committee expressed its thanks to (RP) and the Team on a successful event.

(DK) advised Committee that free parking was offered at Northgate End MSCP with approximately 50% of the car park filled.

Action: No action required.

6.0 Parking Services

(DK) Has again raised concerns about the standard of cleaning in the Councils car parks and

(E O'N) Reported that during an inspection at Northgate End MSCP he and (PD) were called to Jackson Square MSCP by one of the APCOA senior inspectors as there was concern about the structural integrity of a dividing wall that forms a storeroom for

Street Cleansing operatives. On arrival (E O'N and PD) assessed the situation and were able to place barriers with assistance from Street Cleansing operatives across the parking spaces to prevent any damage or risk of harm. A contractor has been appointed to carry out immediate repair work. (JE) suggested it may have been caused by a vehicle strike. The wall has now been removed and rebuilt with additional structural ties.

Kibes Lane Project – This will be a deep clean, redesign of parking spaces and new planting, (JB, E O'N, DK and RP) to arrange meeting to discuss S106 funding.

(DK) has requested a professional inspection by a structural engineer to survey Gascoyne Way MSCP to examine issues with water ingress and the load bearing capacity for RV charging points.

(DK) has suggested commissioning a project to undertake and assess the condition of all car parks in East Herts.

(DK) has requested an update from Property on issues raised on the car park inspections, what action has been taken and when.

Actions: (DK, E O'N and JB) to convene a meeting to discuss S106 funding

(DK) to prepare a report for (BW) regarding survey suggestion as this cannot be agreed by Safety Committee.

(JE) to review inspection sheets and compile a list of the issues raised, budget position and provide an update for (DK, E'ON)

Communication between Parking, Property and Parks and Open Spaces need to be improved so issues are not overlooked, all decisions must be recorded, especially if a decision is taken to withdraw an area or take no action.

Committee recommends having a process flow chart to identify who deals with what aspect of car park repairs and maintenance.

Committee recommends that due to funding elements it may be useful for the Directors responsible for the car parks and finance to

convene a meeting with the relevant officers to discuss funding for large scale works.

(DK) to report any operational contract issues concerning cleaning to the Shared Waste Service Contract Manager.

7.0 Capital Project updates/EHC Contracts - Health & Safety Compliance and Management

Swimming Pools and Gyms – Sport and Leisure Management (SLM)

(ET) reported that Ward Freman, Leventhorpe and Fanshawe Swimming Pools and Gyms have been closed and keys returned.

Closure because of DfE funding withdrawal and costs to replace obsolete plant and equipment and structural conditions.

There are no safety issues with Grange Paddocks and Hartham Pools and Gyms

Action: None

BEAM Hertford

(SS) and (LL) are finalising BEAMs venue Security RA – part of compliance with the new Martyn's Law – Terrorism (Protection of Premises) Act 2025.

Martyn's Law, officially the Terrorism (Protection of Premises) Act 2025, came into effect 03 April 2025 and requires certain public premises and events to improve security and preparedness for potential terrorist attacks. Named after Martyn Hett, who was killed in the 2017 Manchester Arena attack, the law establishes a tiered system based on venue size and capacity, with mandatory steps for risk assessment, security, emergency planning, staff training and measures designed to protect premises from physical attack e.g.

- Protecting entrances from potential vehicular impact
- Evacuation procedures, an emergency procedure to keep people inside a building for safety when a threat is external, such as a terrorist attack, chemical spill, or intruder, and it is

- safer to shelter inside than to evacuate into a dangerous area.
- Staff awareness
- Improved community communication with other retail outlets and local police

Action:

(JB) has offered to speak to a colleague regarding planters for the front of building (DK) also suggested bollards.

(SS) and (LL) to speak to (JB) regarding S106 funding for street furniture enhancements.

Old River Lane, Bishop's Stortford

(BW) – Nothing to report.

Glendale – Grounds Maintenance

Action: No action required.

Contract Compliance

Action:

8.0 Property – Premise's Maintenance and Repairs

(JE) No safety issues or concerns to report.

Action: No action required.

CO2 levels will be monitored and if levels are not reducing it may be necessary to retrofit the passive air vents.

(GH) Advised that the following will be undertaken.

Install 3 x inline extractor fans and 6 lengths of worm ducting that will connect to the vents either end of the corridor that will extract fresh air and recirculate into the office area.

Quote received for work and in the process of appointing contractor to undertake.

9.0 Facilities Management

(GH) and the Caretakers have cleared and recycled most of the old, archived documents and have recycled old cabinets on the second floor, east. (GH) has utilised furniture from the old building and frames brought over from Charringtons House to fabricate informal meeting spaces.

(GH and PD) attended Launchpad in Bishops Stortford to assist the managing agents Wenta with fire safety procedures and to carry out a planned fire evacuation drill. The alarm was activated and an observation from the assembly point was carried out, noone left the building on returning someone had silenced the alarm

Action:

10.0 List of Issues

10.1 Employee side (UNISON)

(JB) advised that transformation has been put on hold.

Action: No action required.

10.2. Management side

(PD) is happy to report that the former Environmental Health Lab, second floor, west, is to be refurbished and used as a mental health 'safe space' the room will be furnished from items taken from the old building. (GH) assisting with Caretakers to bring the room into use.

(PD) reported that options to migrate lone workers to the smart phone app are being investigated due to low use of the MySOS Lone Working Devices, whilst it is mandatory to use the device when in any lone working situation staff re being deterred due to accidental device activations. (PD) has been in contact with PeopleSafe to have device settings adjusted and to reduce the number of false activations.

(PD) also reminded Committee that the Lone Working Device is a safety tool and part of teams safe working practices and must not be used as the sole means of supporting lone worker safety. Furthermore, the lone working device is not to be used as a tracking device.

Action: Update Committee on progress.

11.0 Health and Safety Training

PD has been asked to consider options for arranging training for managers on the process of preparing and implementing Risk Assessments.

(PD) advised Committee that options for ongoing training for mental health first aiders is being considered. A form has been developed for interested persons to complete; it is designed to ensure that prospective mental health first aiders are able to get an idea of what the role is.

(CC) advised that the Councils insurer 'Protector' will offer 1-day free training which will be available until May 2026.

It was suggested that it might be beneficial for the Directors and Assistant Directors to receive training on managing and discharging their Health and Safety responsibilities.

Action: Update Committee on progress.

12.0 AOB

Access bridge to Hartham Car Park via Port Hill.

Committee have been advised by (CC) that the Councils Estates Surveyor/Engineer will be commissioning work to resurface the bridge with new ant-slip coating and the Operations team have identified an environmentally friendly salt as conventional salting cannot be used as it poses an environmental hazard.

Action: (PD) to ask (KP) for an update.

Meeting ended: 12.00pm

Date of Next Meeting: 05 November 2025

Deadline for Agenda Items: 24 October 2025

Time: 10.00am

Location: Meeting Room 1.11

Microsoft Teams: **Meeting ID:** 310 266 210 464 9
Passcode: ad2Rv6iH

East Herts Council Report

Human Resources Committee

Date of Meeting: Wednesday 4 February 2026

Report by: Marie Funiciello, Human Resources and Organisational Development Adviser

Report title: Human Resources Quarter 3 statistics

Ward(s) affected: All

Summary

- For Members to consider the Human Resources Management Report for Quarter 3 which covers October - December 2025

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:

A. To consider the Human Resources Management report for Quarter 3 (October- December 2025) and provide any comments to the Human Resources and Organisational Development Adviser regarding the content or formatting of the report.

1.0 **Proposal(s)**

1.1 Members are invited to consider the Human Resources (HR) Management report for Quarter 3 (October- December 2025)

2.0 **Background**

2.1 Revised format following recommendations of Human Resources Committee.

3.0 **Reason(s)**

3.1 For members to consider the quarterly statistics on:

Sickness Recruitment
Vacant Posts and Retention
Learning and Development

Health and Safety

4.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

The data shows that East Herts Council employs a diverse workforce with some areas of overrepresentation.

Environmental Sustainability

No

Financial

No

Health and Safety

Health and Safety statistics and safety committee minutes provided.

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

No

5.0 Background papers, appendices and other relevant material

5.1 Human Resources Committee Report for Q3 2025/26

5.2 Minutes – Safety Committee

Contact Member

Councillor Joseph Dumont, Executive Members for Corporate Services.

joseph.dumont@eastherts.gov.uk

Contact Officer

Sara Saunders, Director for Place, Tel: 01992 531656.

sara.saunders@eastherts.gov.uk

Report Author

Marie Funiciello, Human Resources and Organisational Development Adviser. Tel: 01992 531633. marie.funiciello@eastherts.gov.uk

HR Committee Report for Q3 2025/26

Note: As of 31 December 2025, East Herts Council employed 269.91 FTE and had a headcount of 299.

1.0 Sickness Absence

At the end of Quarter 3 (Q3), the total number of sickness days taken was 712.91 full time equivalent (FTE) days. Of these, 238.69 FTE days (33.5%) were due to short term sickness and 474.22 FTE days (67.47%) were due to long term sickness. The percentage of time lost due to short term sickness is 4% and the percentage of time lost due to long term sickness is 7.9% which equates to a total percentage lost time of 11.9%.

At the end of Q3, the number of FTE days absent per FTE was an average of 2.6 days.

Short term sickness

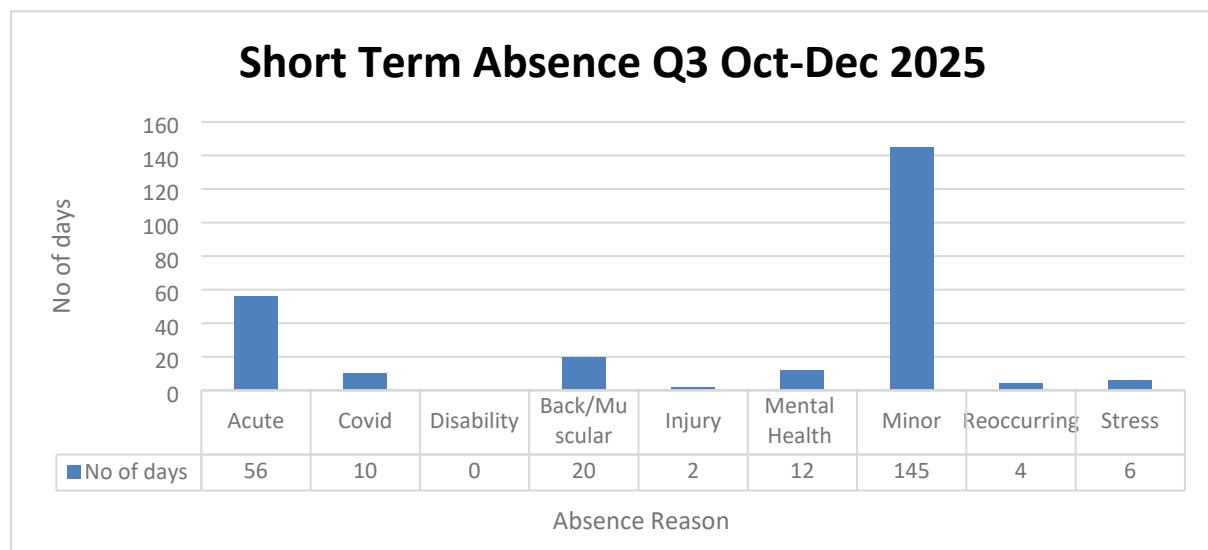
Absences of less than four weeks are considered to be short term sickness absence.

75 employees (25% of the total headcount) had short term sickness absence during Q3 totalling 238.69 FTE days.

At the end of Q3, the number of short-term FTE days absent per FTE was an average of 0.80 days.

Short term absences that meet out trigger points are handled through our Absence Management Policy processes.

See graph below that highlights the number of days recorded by absence reason:



Long term sickness

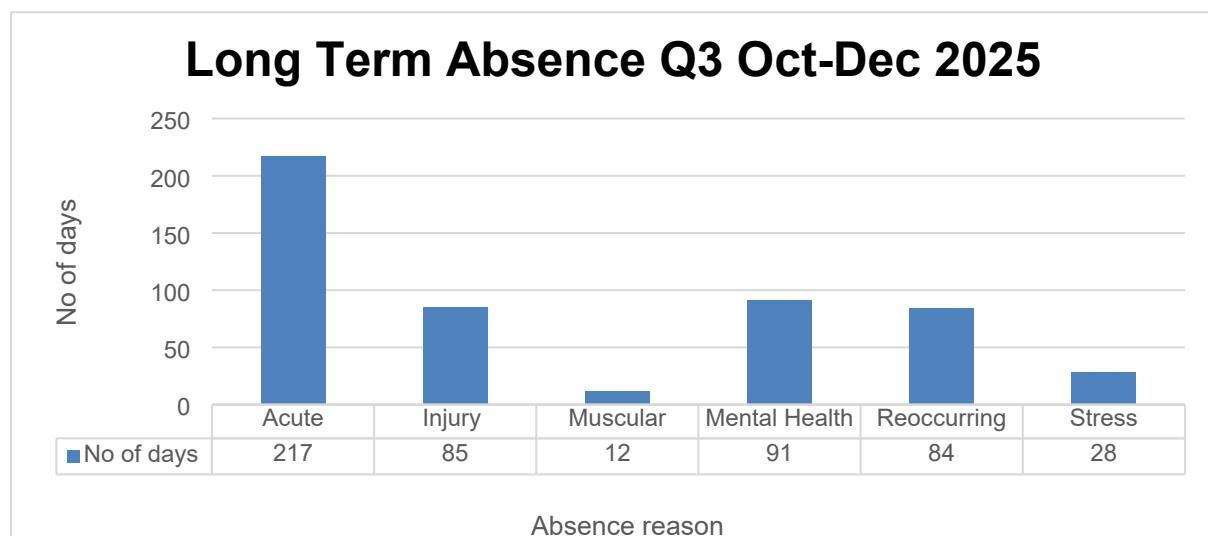
Absences in excess of 4 weeks / 28 consecutive calendar days are considered to be long term sickness absence.

17 employees (5.7% of the total headcount) had long term sickness absence during Q3 totalling 474.22 FTE days.

At the end of Q3, the number of long-term FTE days absent per FTE was an average of 1.76 days.

All long-term absence is being managed with HR staff supporting the employee and manager to help get the member of staff back to work. We use our Occupational Health Service and Employee Assistance Programme to support this process; they provide helpful guidance and recommendations to help us accommodate a return to work for the member of staff.

See graph below that highlights the number of days recorded by absence reason:



2.0 Recruitment and Retention

Recruitment

We are currently recruiting through Jobs Go Public, LinkedIn, Web Recruit (which covers online job boards such as Indeed), and the East Herts Careers page for both external and internal applicants.

There has been success with 7 new starters in quarter 3:

- 2 in Place
- 1 in Executive Support
- 2 in Regeneration, Customer and Commercial
- 2 in Human Resources

However, East Herts continues to face challenges in recruiting for hard-to-fill roles, particularly within Planning and Environmental Health.

Vacant Posts

For clarity, a vacant post is defined as any role that remains on our establishment list with hours still attributed to it. In some cases, these remaining hours may be minimal and therefore do not constitute a recruitable position. In certain cases, these hours are being utilised to fund shared services such as HR and Procurement.

As of 31 December 2025, we had 55 vacant posts unfilled for a variety of reasons. This represents 15.2% of overall posts on the establishment list.

These are the main reasons posts are vacant:

Category	Description	Number of Vacant Posts
Being held for budget savings	The post is intentionally not being filled so that the associated salary costs contribute to agreed budget savings.	3
Budget being used in a different way	Funding for the post is still in use but has been temporarily redirected (e.g., increased hours for another team member or short-term service needs).	18
Being held pending a service review	The post is not being recruited to because the service structure or staffing requirements are under review and future needs are yet to be confirmed.	8
In the process of being recruited to	Recruitment activity is underway (e.g. Job proposal, advertising, shortlisting, interviewing) but the post is not yet filled.	21
Recruitment successful	A candidate has been appointed and accepted the offer, but they have not yet started.	5
	Total	55

To ensure the effective delivery of statutory services, posts that are legally required or difficult to recruit to are covered through agency or contractor support, or via acting-up arrangements, which also provide valuable staff development opportunities.

Retention – Turnover

There were 9 leavers in Q3 giving a turnover rate for the quarter of 3%. The turnover rate predicted for the annual period 2025/26 is 22%. This is higher than our target of 14% and the national average across all sectors of 15%.

Reasons for leaving in Q3 included: To achieve promotion, retirement, changes in career, and for personal reasons.

The leavers were in the following teams:

- 1 in Place
- 3 in Communities
- 1 in Regeneration, Customer and Commercial
- 1 in Legal, Policy and Governance
- 3 in Finance, Risk and Performance

Recruitment and retention related activity planned for Quarter 4

- We are progressing towards achieving silver status in the Armed Forces Employer Recognition Scheme, building on our current bronze award. Strengthening our support for the Armed Forces community will enhance our employer brand, helping us attract a wider talent pool and improve retention through our commitment to being an inclusive and supportive organisation.
- Disability Confident and Bronze Armed Forces Covenant logos have been added to our external recruitment page. We also plan to record additional employee testimonials to strengthen the “Working for Us” section, with a particular focus on promoting hard-to-recruit roles such as Planning and Environmental positions.
- Review and enhance Careers page to highlight benefits of working for East Hertfordshire District Council.

3.0 Learning and Development

The learning needed in our organisation is delivered by e-learning, one to one training or group-based learning remotely or in person.

HR is responsible for the corporate training budget, including professional training. We have created a training needs analysis which highlights Statutory learning, CPD requirements and skill/knowledge development which has been used to scope the annual training plan.

In Q3, we launched new training guidance on the intranet, enabling managers to review in real time which mandatory e-learning courses their direct reports still need to complete as part of the performance review process.

We have also introduced an automated email reminder function for managers. They now receive a monthly email listing any employees who are non-compliant and still required to complete their training.

To ensure that all mandatory e-learning programmes listed below remain relevant, accurate, accessible and engaging, we have asked the appropriate subject matter experts within East Hertfordshire District Council to review and update each module. We aim to complete this work by the end of January 2026. These courses include:

- Data Protection
- Fire Safety
- Office Etiquette and Email Management
- Preventing Sexual Harassment in the Workplace
- The Importance of Equality, Diversity and Inclusion
- Understanding the Safeguarding of Children, Young People and Adults at Risk

We are utilising the apprenticeship levy to support relevant training and development.

Apprenticeship training course	Planned start date	Planned end date	Training provider
Chartered town planner (degree), Level: 7	01/09/2020	01/03/2027	LONDON SOUTH BANKUNIVERSITY
Chartered town planner (degree), Level: 7	01/10/2024	01/09/2027	UNIVERSITY COLLEGE LONDON
Chartered town planner (degree), Level: 7	01/10/2024	01/09/2027	UNIVERSITY COLLEGE LONDON
Chartered town planner (degree), Level: 7	01/10/2025	01/09/2028	UNIVERSITY COLLEGE LONDON
Payroll administrator, Level: 3	01/10/2024	01/06/2026	MBKB LTD
Revenues and welfare benefits practitioner, Level: 4	01/06/2025	01/01/2027	THE INSTITUTE OF REVENUES, RATING AND VALUATION
Revenues and welfare benefits practitioner, Level: 4	01/11/2025	01/03/2027	THE INSTITUTE OF REVENUES, RATING AND VALUATION

In addition, we are making use of the associated employer's National Insurance (NI) relief where apprentices meet all of the following criteria:

- Are under the age of 25
- Are on an approved UK government apprenticeship standard or framework
- Are earning below the Apprentice Upper Secondary Threshold (AUST) of £4,189 per month

Employer's NI is normally charged at 15% on earnings above the secondary threshold over £417. For eligible apprentices, the organisation benefits from:

- Paying 0% employer's national insurance on employee earnings below the AUST.

This can save employers thousands per apprentice per year, depending on salary. Some training providers estimate savings of £2,000–£3,000 annually for full-time apprentices

To support managers who require temporary staff through the Matrix (Prism) system, Matrix will be delivering three online training sessions via Teams. Managers can join whichever session best fits their schedule. The sessions will provide an overview of Prism and demonstrate key processes, including:

- Order creation
- Timesheet management
- Candidate review
- Interview management
- Placement creation

The scheduled training dates are 9th of January, 28th of January and 4th of February 2026.

We recorded 38 attendees at the Domestic Abuse (DA) session, delivered as part of our programme for the global 16 Days of Activism campaign to end VAWG. The training, provided by Future Living, raised awareness among colleagues on supporting those affected by DA. It was delivered at no cost.

Prevent training was delivered by Hertfordshire County Council's Prevent Training Lead in the Council Chamber on the 10th of November. A total of 54 officers participated, representing all levels of seniority, along with one contractor from Glendale. The session provided an in-depth overview of national and local trends, supporting colleagues' understanding of Prevent and current threats, risks and vulnerabilities linked to the evolving terror landscape.

Learning and Development planned for the next quarter:

- Complete the content review for the mandatory training within Skillgate
- Support the Communications Team with the launch of the Council's initiative, funded by the Economic Development Team, to provide free access to a range of online learning and wellbeing courses via SEEDL.

4.0 Health and Safety

Accidents, Incidents and Near Misses

Background Information

Accidents are classified into two categories:

Non-Reportable Accidents

These are minor accidents such as cuts, minor contact injuries e.g., walking into the corner of a desk etc, slips, trips. Staff are encouraged to report these and can use the online self-service portal My View or completing an accident report from the accident report pad. These are designated form BI510 accidents.

East Herts Council operates predominately back-office functions in a low-risk environment, the determination of low risk is based on the Health and Safety Executives definition, therefore, a high rate of accidents is not expected to occur.

Reportable Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, often known by the acronym **RIDDOR**, is a 2013 statutory instrument of the Parliament of the United Kingdom. It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences".

Types of incidents that are reportable under RIDDOR?

- accidents resulting in the death of any person.
- accidents resulting in an absence from work over 7 days (excluding the day of the accident) e.g., degloving injury.
- non-fatal accidents requiring hospital treatment to non-workers. E.g., anyone not employed by the council.
- dangerous occurrences e.g., collapse, overturning or failure of any load-creating part of lifting equipment, failure of any closed vessel or associated pipework forming part of pressure systems, collapse of scaffold this is not a definitive list.

- Reportable diseases under RIDDOR are listed in regulations 8 and 9 of the regulations. Types of occupational diseases include occupational dermatitis, hand-arm vibration syndrome, occupational cancer etc.

Any reportable accident, incident or near miss arising from construction work e.g., building sites, new builds, demolition work or developments fall under the purview of the Health and Safety Executive.

Incidents and Near Miss Events

An incident is a broader term for any event, planned or unplanned, positive, or negative, that may or may not result in harm, damage, or injury. In essence, an accident is a specific type of incident that leads to a negative outcome.

Examples of incidents include, but are not limited to the effects of abusive, threatening behaviours, receiving obscene, aggressive, or threatening phone calls, correspondence, effects on the health of an individual arising from illness, health exacerbated by environmental factors e.g. excessive heat, air quality, extremes of temperature.

Colleagues are encouraged to report incidents and near misses in order to identify patterns and themes that allow the organisation to implement measures and controls to protect employee health and wellbeing. A new table has been introduced to report the number of Incident and Near Miss events occurring.

The Council also has the Employee Assistance scheme that offers confidential counselling, advice and support for any person affected by an incident, accident or near miss event.

Further support will also be available through the re-launched Mental Health First Aid provision following the successful participation in a 13-week Mental Health skills bootcamp.

Work Related Accidents

	Q2 25/26	Q3 25/26	Target 25/26
H&S Employee Work Related Accidents (<u>Not</u> reportable to the HSE under RIDDOR 2013)	2	4	3
H&S Employee Work Related Accidents (Reportable to the HSE under RIDDOR 2013)	0	0	0

Work Related Incidents, Near Misses

	Q2 25/26	Q3 25/26	Target 25/26
H&S Employee Work Related Incidents (<u>Not</u> reportable to the HSE under RIDDOR 2013)	0	0	3
H&S Employee Work Related Incidents (Reportable to the HSE under RIDDOR 2013)	0	0	0
H&S Employee Work Related Near Miss Events	0	0	0

Contract Management and Responsibility

The Council have outsourced a number of high-level services from waste collection and recycling, street cleansing, grounds maintenance and leisure services and employs contractors for capital projects.

However, health and safety responsibilities cannot be passed from one party to another by a contract. If something goes wrong the Council can and will be held accountable by the HSE and the Courts.

The Council therefore ensures that contractors have appropriate health and safety policies in place, monitor contractor performance and safety standards. In order to ensure that services are delivered safely the officers with contract oversite:

- Convene meetings to review performance.
- Monitor complaints received and undertake investigations.
- Undertake onsite inspections and reviews.

Heads of Service with responsibility for these functions are responsible for ensuring that effective management controls are implemented.

Minutes of Safety Committee
Wednesday 05th November 2025
Meeting Room 1.11 / Microsoft Teams

Present: EHDC Peter Dickinson (PD), Jackie Bruce (JB), Paul Thomas-Jones (PTJ), John Earley (JE), Geoff Hayden (GH), Dominique Kingsbury (DK), Claire Cornell (CC), Steve Sargent (SS), Laura Lightfoot (LL), Emily Tickridge (ET), Ben Wood (BW)

Present:

Apologies: Ian Sharratt (IS), Rowan Perrin (RP), Jeanette Lowden (JL)

Introductions / Announcements:

None

1.0 Minutes of the last meeting

The Minutes of the meeting held on 06th August 2025 were agreed as an accurate record.

Action: No action required.

2.0 Matters Arising from the minutes.

(GH) reported that the ventilation work had been completed on the ground floor, west and that the Caretakers were continuing to monitor the CO2 readings. (PTJ) provided an analysis of the readings which showed that CO2 levels were continuing to rise and fall. However, it was also noted that there is a reluctance to open windows, however, staff are encouraged to open windows to allow the circulation of fresh air. (PD) has posted guidance and information on the intranet concerning the flu and cold season

[Guidance: Winter colds, coughs, flu and vaccinations](#)

Action: (GH) to review and explore additional options and the Caretakers will take readings throughout the day to build a clearer picture against additional controls.

(JB), (DK), (GH), (RP) to arrange a site visit to Kibes Lane car park to identify issues relating to tree roots, appearance and surface conditions that may benefit from S106 funding which can be used to develop and/or improve community facilities and various open spaces and amenities, (JB) suggested inviting TMA Consulting for advice on trees and landscaping.

Action: Provide an update for Committee on 14 January 2026.

(DK) has requested a structural survey of Gascoyne Way (MSCP). (PD) advised that Safety Committee cannot approve this type of request and (DK) is advised to prepare a business case and submit this to (BW), Director of Regeneration, Customer and Commercial Services. Once funding has been agreed and approved (GH) can assist with commissioning a structural surveyor.

Action: (DK) to update Safety Committee on 14 January 2026

(JE) has been asked to review urgent / high risk issues on car park inspection sheets. (JE) reported that budgets are now overspent and additional funding is required to address more serious issues which must be escalated to the Directors of Regeneration, Customer and Commercial Services and Communities.

Safety Committee wish to emphasise that failure to resolve any serious defect, damage etc exposes the Council to risk and liability with the possibility of financial claims and reputational damage.

(PD) has recommended that issues or concerns between services regarding prioritising repairs or other issues and budget availability must be brought to the attention of the respective Directors.

(PD) advised Committee that the car park inspection report forms will be uploaded to a Teams channel, this will allow live updating and reduce the volume of emails allowing the Parking Team to monitor progress and actions.

E'ON to upload all existing documents to Teams Channel so an assessment of live urgent items can be made to determine any shortfalls in budgets.

Any critical issues or budget shortfalls must be addressed at the monthly asset management meeting.

(GH) reported that there's a significant overspend on repairs and maintenance.

(PD) asked if an inventory of safety cones, barriers and barrier tape has been carried out. (E'ON) to carry out inventory. (PD) suggested having storage areas where equipment can be stored and retrieved as and when required.

3.0 Regulatory and Legislative Changes

No changes to report

Action: No action required

4.0 High Oak

(EP) unable to attend. No update received.

Action: No action required.

5.0 Accidents, Incidents and Near Misses

There were 4 minor accidents reported between 06th August 2025 and 04th November 2025 these were not related to any system or procedural failure and no further action was required.

Action: None

5.0 Health and Safety Inspections and Contract Compliance

5.1 Shared Waste Service – Buntingford Depot

No report received

Action: No action required.

5.2 Parks, Open Spaces and Play Areas

(IS) and (RP) unable to attend. (ET) advised (PD) that two projects are being planned requiring advice.

Action: (RP) to provide details for (PD)

6.0 Parking Services

(DK) Has again raised concerns about the standard of cleaning in the Councils car parks about the lack of cleaning across the car parks specifically Kibes Lane car park with bins and street scene taking priority over the car parks. (DK) to report service failure to (BW) and (JG), (DK) has raised this with the street cleansing contractor but no improvements have been observed.

(E'ON) reported that there has been a person sleeping in Northgate End MSCP, this has been reported to the Housing Service and the Community Safety Team and while this has been resolved and the person provided with support and assistance the car park continues to be monitored.

(BW / GH) advised Committee that although the top deck of Northgate End MSCP was being leased to a car dealership for vehicle storage EHC are responsible for maintaining, cleaning and Winter maintenance.

(CC) asked (DK) for information about Risk Assessments for MSCPs in respect to E-Vehicles.

The Governments interim guidance for electric vehicle (EV) fire safety in the built environment has been produced to provide an overview of EV fire safety considerations in covered car parks. This is due to the exacerbated fire safety challenges in these spaces. This guidance's definition of covered car parks captures underground, enclosed or open-sided car parks and does not extend to residential garages.

Several of the measures outlined in the guidance also apply to vehicle fires in open spaces and fires in internal combustion engine vehicles (ICEV).

The guidance is not a legal compliance document and does not replace existing regulations or the need to comply with them, nor does it directly support compliance with:

- The functional requirements of the Building Regulations 2010 (as amended) for new builds, alterations or extensions as covered,
- The Regulatory Reform (Fire Safety) Order 2005 (as amended) for existing premises as covered.

It is the responsibility of those who need to adhere to the above (and other legislation) to demonstrate how they will comply by providing a design proposal or an assessment of the risk. This must be supported with appropriate evidence from a competent person and a risk assessment.

Due to the intensity of E Vehicle fires the fire service will operate a strategic tactical approach to contain and control the fire using intensive fire suppression measures.

There are currently no legal requirements in place for specialised fire suppression measures to be added but the fire service urge that this be considered following the Luton Airport MSCP fire on the 10th October 2023.

Actions:

(DK) to report any operational contract issues concerning cleaning to the Shared Waste Service Contract Manager.

(JE) to review inspection sheets and compile a list of the issues raised, budget position and provide an update for (DK, E'ON)

Committee recommends having a process flow chart to identify who deals with what aspect of car park repairs and maintenance.

Committee recommends that due to funding elements it may be useful for the Directors responsible for the car parks and finance to convene a meeting with the relevant officers to discuss funding for large scale works.

7.0 Capital Project updates/EHC Contracts - Health & Safety Compliance and Management

Swimming Pools and Gyms – Sport and Leisure Management (SLM)

(ET) reported that there are no operational or safety related matters or concerns with Grange Paddocks and Hartham Pools and Gyms.

(ET) enquired about the possible vandalism issue with Bishops Stortford Town Councils roof, (CC) to update (ET) on the insurance position. Estate and Asset Management to update if damage was caused by high wind or vandalism.

Action: Waiting for outcome of inspection.

BEAM Hertford

(SS) and (LL) are finalising BEAMs venue Security RA – part of compliance with the new Martyn's Law – Terrorism (Protection of Premises) Act 2025.

(LL) enquired about the provision of salting the main concourse at the front of BEAM, (RP) to advise (LL)

Action:

(JB) has offered to speak to a colleague regarding planters for the front of building (DK) also suggested bollards.

(RP) to contact (LL) regarding salting arrangements at the front of BEAM.

Old River Lane, Bishop's Stortford

(PD) provided (BW) with a detailed safety report based on the dilapidation report of Water Lane Hall. (CC) advised that insurers will not provide cover.

Charringtons House

(BW) advised that a planning lease is being sought by CityHeart
Glendale – Grounds Maintenance

Action: No action required.

Contract Compliance

Action:

8.0 Property – Premise's Maintenance and Repairs

(JE) No safety issues or concerns to report.

Action: No action required.

9.0 Facilities Management

It was noted that the standard of cleaning at Wallfields has improved in many areas, it had been observed that cleaners were seen on their mobile phones in the ground floor kitchen.

(GH) informed the Committee that through Community Pay Back, a number of tasks have been undertaken in Bishops Stortford and at Wallfields. He asked that if there were any works that needed to be done and could be carried out, please get in touch.

(DK) asked if it were possible for Community Pay Back to undertake litter clearance at the car parks, (GH) explained that the group need to have access to parking and WC facilities.

Action: All issues or concerns regarding the cleaning contractor must be reported to the Facilities Management Team and (GH) can follow up.

10.0 Insurance

(CC) reported no new claims have been received. (CC) has met with (E.ON) regarding the Winter car park maintenance schedule.

11.0 List of Issues

11.1 Employee side (UNISON)

(JB) enquired about access arrangements for High Oak during the Christmas period and if this affects East Herts. (GH) confirmed that High Oak can access Old Wallfields, this will not affect East Herts.

Action: No action required.

11.2. Management side

(PD) reported that options to migrate lone workers to the smart phone app are being investigated due to low use of the MySOS Lone Working Devices, whilst it is mandatory to use the device when in any lone working situation staff re being deterred due to accidental device activations. (PD) has been in contact with PeopleSafe to have device settings adjusted and to reduce the number of false activations.

(PD) advised Committee that an audit of all risk assessments has been carried out to cover corporate assessments and service/team assessments. A spreadsheet will be compiled and a report presented to Leadership Team, all current risk assessments have been published on the intranet [Health and Safety](#)

(PD) reminded Committee that EHC has a statutory duty to ensure that risk assessments are carried out for all tasks and activities being undertaken or when any new operational procedure or process are being introduced e.g. changes to building functionality, operational working practices and from these Safe Systems of Work (SSoW) are produced.

(PD) also advised the Committee that a review of the Safety Policy will be undertaken in conjunction with the support of UNISON.

Action: (PD/PT-J) Update Committee

12.0 Health and Safety Training

PD has been asked to consider options for arranging training for managers on the process of preparing and implementing Risk Assessments.

(PD) advised Committee that options for ongoing training for mental health first aiders is being considered. A form has been developed for interested persons to complete; it is designed to ensure that prospective mental health first aiders are able to get an idea of what the role is.

(GH) had arranged for East Herts Fire Marshals to participate in fire safety training with High Oak but due to weather conditions this will have to be rescheduled.

(PD / PT-J) to provide (CC) on training provision before May 2026.

Action: Update Committee on progress.

13.0 AOB

Committee were advised that all works on the Hartham Lane bridge have now been completed. Committee have asked for a clarification on the salting responsibility.

Action:

(RP) to advise Safety Committee

Meeting ended: 12.00pm

Date of Next Meeting: 24 January 2026

Deadline for Agenda Items: 05 January 2026

Time: 10.00am

Location: Meeting Room 1.15

Microsoft Teams: **Meeting ID:** 310 266 210 464 9

Passcode: ad2Rv6iH

Please submit any amendments, corrections, clarifications by **05 January 2026**

East Herts Council Report

Human Resources Committee

Date of meeting: Wednesday 4 February 2026

Report by: Claire Kirby – Human Resources Adviser

Report title: Gender Pay Gap Report 2025

Ward(s) affected: N/A

Summary

- This report sets out the outcome of the Gender Pay Gap report 2025, reports progress on last year's action plan and outlines new actions for this year.

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:

- A. To note the Gender Pay Gap Report 2025; and**
- B. To approve the action plan for 2026/27.**

1.0 Proposal(s)

- 1.1 To note the reduction in the mean gender pay gap for 2025.
- 1.2 To provide feedback on the proposed actions to further reduce the gender pay gap in the upcoming years.

2.0 Background

- 2.1 The mean gender pay gap at the council has dropped by 4 percentage points this year which is positive news. The median gender pay gap has however increased by 3 percentage points.
- 2.2 Please see the attached report for full details and the action plan for 2026/27.

3.0 Reason(s)

- 3.1 The Council is committed to promoting equity and addressing its gender pay gap as part of its broader equality and diversity strategy.
- 3.2 Reducing the gender pay gap contributes to the Council's reputation as an inclusive employer and helps attract and retain a diverse workforce.

4.0 Options

- 4.1 To note the progress made and adopt the proposed actions for 2026/27.
- 4.2 To provide feedback on the proposed action plan to further reduce the gender pay gap.

5.0 Risks

- 5.1 Failure to address the gender pay gap could harm the Council's reputation as an equitable employer and reduce staff morale and retention.

6.0 Implications/Consultations

Community Safety

No impact.

Data Protection

Yes - ensuring compliance with data protection regulations when implementing changes such as blind CVs in the ATS.

Equalities

Yes - significant impact on gender equity and broader diversity considerations.

Environmental Sustainability

No

Financial

No direct financial impact identified.

Health and Safety

No

Human Resources

Yes - critical to embedding actions to reduce the gender pay gap and promoting inclusivity across the workforce.

Human Rights

Yes - directly linked to equity and fairness in employment practices.

Legal

No direct legal implications identified.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Gender Pay Gap Report 2025

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East Herts Council - Gender Pay Gap Report 2025

Published February 2026



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Introduction

In 2017 the government introduced legislation that made it statutory for organisations with 250 or more employees to report on their gender pay gap by 30 March 2018 and annually thereafter. East Herts Council published its first gender pay gap report in March 2018.

The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation. It is expressed as a percentage of men's earnings.

The data the Council is required to provide includes mean and median pay gaps; mean and median bonus gaps; the proportion of male and female employees who received bonuses; and the proportion of male and female employees in each pay quartile.

The gender pay gap is different from equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman.

This is East Herts Council's report for the required snapshot date of 31 March 2025.

The figures set out in this report have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Review of 2024 action plan

In 2024 we said we would:

- Continue to ensure that all staff complete the equality and diversity module as part of the mandatory e-learning training programme. Offer further equalities-based training as identified by annual training needs analysis.

Our progress:

- 76% of staff completed the equality and diversity module as part of the mandatory e-learning training programme in 2025. 78% of staff completed the new Bullying and Harassment e-learning training introduced in 2024 following The Worker Protection (Amendment of Equality Act) Act 2023, which focused on active measures to prevent sexual harassment. The training needs analysis focused on statutory and mandatory training needs across the council due to a reduction in the overall training budget.

In 2024 we said we would:

- Work with the new ATS provider regarding the reporting options with the aim of getting equalities data at the shortlisting stage.

Our progress:

Due to the new ATS not being implemented until February 2025 we do not yet have a full year of data from the new system. For the annual equalities report 24/25 it was not possible to merge the data from the two systems in order to analyse due to there being different parameters (e.g. age groups) and descriptors (e.g. ethnicity groups). Therefore, we have only analysed the data from the old ATS (10 months' worth) but in 2025/26 we will have a full year's worth of data from the new system and we should be able to report on shortlisting data as well as application and appointment.

In 2024 we said we would:

- Continue to promote equalities-based events such as International Women's Day.

Our progress:

- We have continued to promote equalities-based events where possible.

In 2024 we said we would:

- Develop a strategy to further leverage our apprenticeship levy pot to grow our own approach with professional training and the development of officers into specialists or aspirant leaders. This will address both skills gaps and some equity gaps in the workforce.

Our progress:

- Due to changes in management of the HR team this has not progressed but there is now a new shared Senior HR Business Partner in post who will be reviewing our leadership training in 2026.

Gender Pay Gap Analysis

Mean and Median Gender Pay Gap Figures

Table 1.0 shows that the Council's mean gender pay gap is 13% and the median gender pay gap is 9%. Table 2.0 shows that there is no bonus pay gap as the Council does not make bonus payments.

Table 1.0 Gender pay gap

	Gender pay gap 2025	Gender pay gap 2024	+/- percentage points
Mean (Average)	9%	13%	-4%
Median (Middle)	12%	9%	+3%

The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation. It is expressed as a percentage of men's earnings.

Table 2.0 Gender bonus gap

	Gender bonus gap 2025	Gender bonus gap 2024
Mean (Average)	0%	0%
Median (Middle)	0%	0%

Table 3.0 Proportion of employees receiving a bonus

Proportion of employees receiving a bonus	
Men	0%
Women	0%

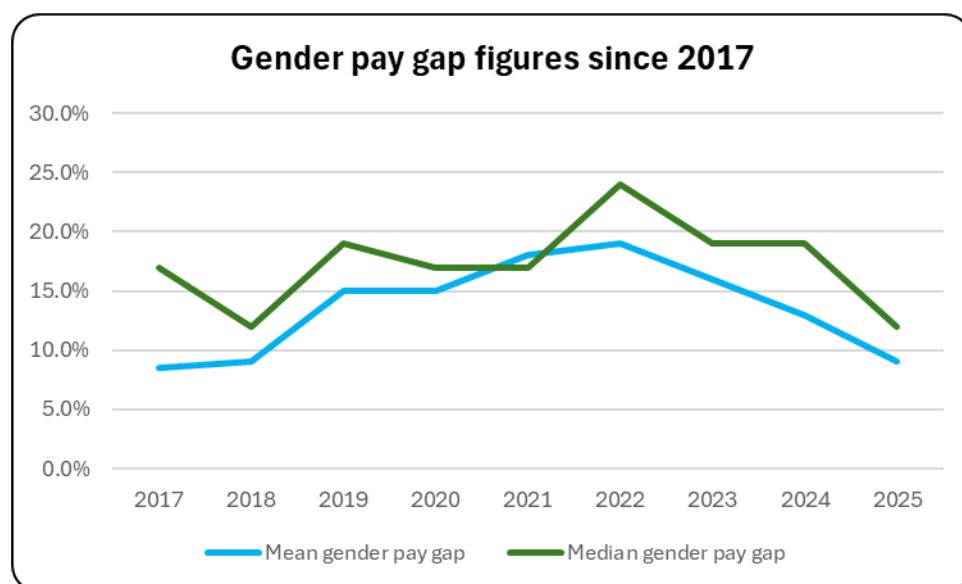


Figure 1.0 Gender pay gap figures 2017-2025

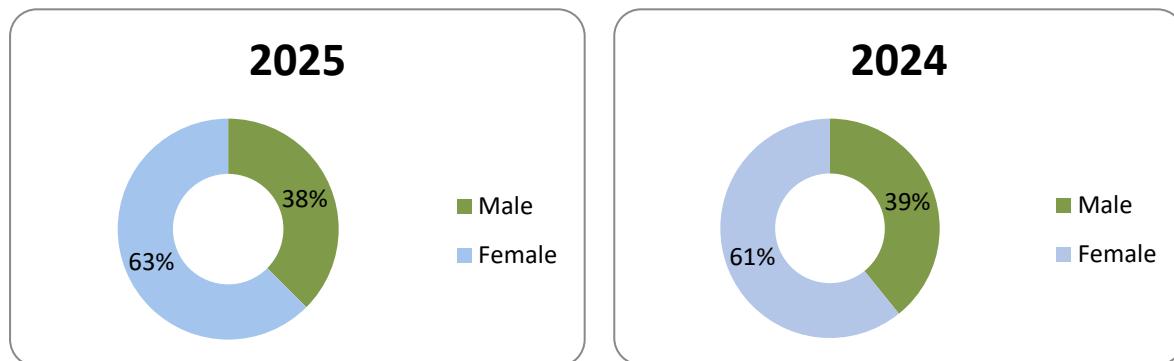
The mean gender pay gap has reduced this year but the median gender pay gap has increased. The mean gender pay gap has dropped by 4 percentage points and the median gender pay gap has increased by 3 percentage points, when compared to 2024. The Council's overall headcount has increased by 25 since 31 March 2024 (from 297 headcount last year to 322 this year). The number of male employees has increased by 8 (93 to 101) and the number of female employees has increased by 17 (204 to 221). The distribution of males and females across the pay grades has also changed slightly; there is 1 more male and 5 more females in Q1, 9 more females in Q2 and 2 less males, 4 more males in Q3 and 2 more females, and 1 more female and 5 more males in Q4. Having more males in the lower quartiles and having more females in Q1 and Q2 has had the effect of reducing the mean pay gap.

The median figure represents the 'typical' man or woman (i.e. the man/woman in the middle of the male/female pay range) and the gap is due to the greater proportion of men in the upper pay quartiles compared with lower pay quartiles, and a greater proportion of women in the lower pay quartiles compared with the upper pay quartiles. This year the gap has reduced because the middle value for females has gone down whereas the middle value for males has remained very similar to last year, thus increasing the gap. It is unclear what has caused the middle value for females to go down.

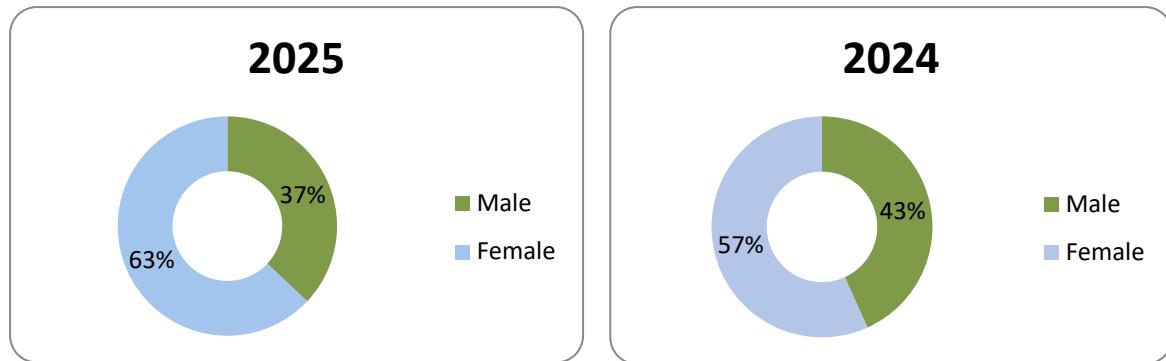
The Council is committed to the principle of equal opportunities and equal treatment for all employees. We have a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other protected characteristic). As such, we have a pay and grading structure agreed with Unison; have a published pay policy statement and evaluate all jobs using the HAY job evaluation method. The Council is confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work.

Pay quartiles

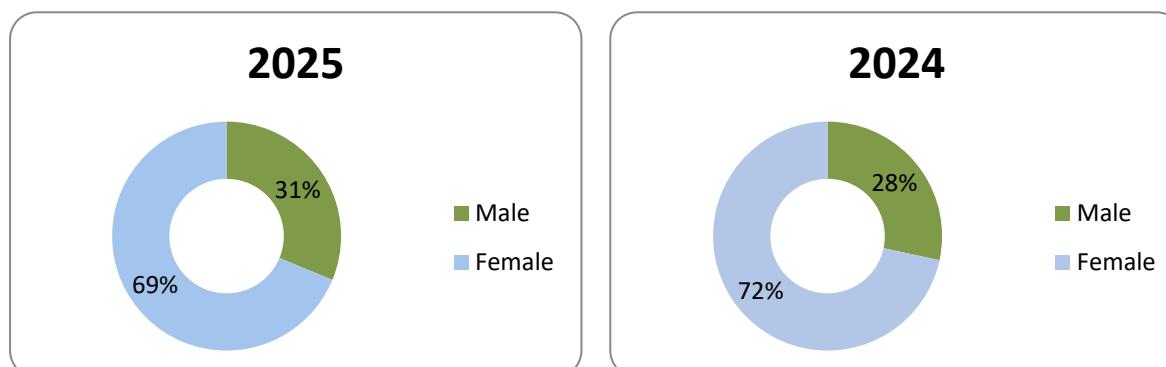
Quartile 1 (upper quartile)



Quartile 2 (upper middle quartile)



Quartile 3 (lower middle quartile)



Quartile 4 (lower quartile)



Figure 2.0 Pay quartiles by gender

Figure 2.0 above depicts pay quartiles by gender. This shows the Council's workforce divided into four equal-sized groups based on hourly pay rates, with Q1 including the highest-paid 25% of employees (the upper quartile) and Q4 covering the lowest-paid 25% (the lower quartile). In order for there to be no gender pay gap, there would need to be an equal ratio of men to women in each quartile.

The data shows that for Q1 the percentages of females has increased by 1 percentage point. For Q2 the percentage of females has increased by 6 percentage points. In Q3 the percentage of males has increased by 3 percentage points and in Q4 the percentage of males has increased by 5 percentage points.

As discussed above, the mean gender pay gap has reduced this year because there are more males in Q3 and Q4 and more females in Q1 and Q2 than last year. In order to reduce the gender pay gap further there would need to be further increases in the proportion of men in Q3 and Q4. The types of roles typically found in the Council in these quartiles tend to be customer facing or administrative in nature and currently are occupied predominately by women. The Council has outsourced services such as IT, Waste and Grounds Maintenance which are predominately male dominated areas of work. If these services remained in-house the proportion of male and female employees in the lower pay quartiles would be much more even.

The Council has a good balance of male and females in senior positions compared to a lot of other organisations and are ambitious to do better across the board. We must be mindful of external factors that can impact this though and remain realistic about what we can achieve.

The Council is in an unusual position in that the gender pay gap is not due to fewer women working in more senior roles than men but because at the lower grades there is a much higher percentage of women than men. The Council remains committed to trying to reduce the gap but this is an ongoing challenge due to the gender dominance in certain occupation groups, as mentioned previously as well as the difficulty of trying to attract men into lower paid jobs to create more balance. The council will continue to promote diversity and continue to support flexible working in line with business needs, including 'blended working' which allows most staff to work 50% from home as well as continuing to support flexible working requests which can support caring responsibilities which makes opportunities more attractive to women, but as stated the main issue is attracting men into our lower quartiles.

We have already taken forward several actions since the Council's first gender pay gap report in 2017 and will continue to build on these. Rather than create new actions, the actions below have been taken from the general equalities action plan (published in August 2025) which already considered gender-based equality actions for the Council:

- Continue to ensure that all staff complete the equality and diversity module as part of the mandatory e-learning training programme. Offer further equalities-based training as identified by annual training needs analysis.
- Continue to promote equalities-based events such as International Women's Day.
- Review the development of officers into specialists or aspirant leaders. This will address both skills gaps and some equity gaps in the workforce.

We also plan to review the following policies in 2026:

- Corporate Equality Policy
- Recruitment and Induction Policy
- Code of Conduct for Employees

Statement

I, Helen Standen, Chief Executive of East Herts Council, confirm that the information in this statement is accurate.

Signed

Date:

Agenda Item 8

East Herts Council Report

Human Resources Committee

Date of Meeting: 04 February 2026

Report by: Shared Senior HR Business Partner

Report title: Pay Policy Statement 2026/27

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE :

a) That the Pay Policy Statement 2026/27 be recommend for approval for council.

1.0 Proposal

1.1 It is proposed that the council's existing Pay Policy Statement, which was last reviewed and approved by HRC and then full council in February 2025, be revised and updated.

2.0 Background

2.1 A pay policy statement is required to be produced annually under sections 38 of the Localism Act. Regard is to be had to guidance section 40 from the Secretary of State in producing this statement.

2.2 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest paid employees
- the relationship between chief officers remuneration and that of other officers

2.3 "Remuneration" for the purposes of this statement includes three elements:

- basic salary
- pension

- all other allowances arising from employment

2.4 The objectives of the report are to:

- a) ensure a capable and high performing workforce;
- b) ensure simplicity, clarity and fairness between employees and between the council and the community;
- c) differentiate between remuneration and other employee related expenses.

3.0 Report

3.1 The Pay Policy Statement 2026/27 can be found at Appendix A.

3.2 The Pay Policy Statement framework for East Herts Council has not yet been updated in line with the pay award for 26/27 in terms of reference to salary scales, salary levels and multipliers (as this has not yet been negotiated and agreed).

3.3 No significant changes to the overall framework it supports have been made.

4.0 Options

N/A - publishing the Pay Policy Statement on an annual basis is a statutory requirement. The statement will be published on the Council Website once it is approved and will be formatted into an accessible document before publication.

5.0 Risks

N/A

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

Yes – The Pay Policy Statement has been shared with the Director for Finance, Risk and Performance, and budgets set have been based on the pay changes agreed.

Health and Safety

No

Human Resources

Yes – Policy Statement produced by Shared Senior HR Business Partner

Human Rights

No

Legal

Yes – The Director for Legal, Policy and Governance has confirmed that statutory requirements have been met.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – Pay Policy Statement 2026/27

Contact Officer/ Report Author

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Executive Member for Corporate Services

Cllr Joseph Dumont - Portfolio Holder for HR & OD

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Appendix A

Pay Policy Statement 2026/2027

February 2026

1.0 Introduction

1.1 A pay policy statement is required to be produced annually under Section 38 of the Localism Act 2011. Guidance from the Secretary of State has been considered when producing this statement.

1.2 Any decision under powers delegated in the council's Constitution with regard to remuneration from 1 April 2026 to 31 March 2027 will be bound by and must comply with this statement.

1.3 This statement supports the requirements under the Local Government Transparency Code to publish data on Senior Salaries and Pay Multiple.

1.4 The Chief Executive must be consulted prior to any decision impacting remuneration to ensure compliance with this pay policy statement.

2.0 Scope

2.1 This statement sets out the council's policy with regards to:

The remuneration of Chief Officers

The remuneration of the lowest paid employees

The relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purposes of this statement includes three elements:

Basic salary

Pension

All other allowances arising from employment.

2.2 The council's constitution regards the following as its "Chief Officers".

Chief Executive

Director of Place

Director of Finance, Risk and Performance

Director of Communities

Director of Legal, Policy & Governance

Director of Commercial, Customer & Regeneration.

2.3 The council, also has Statutory officer roles (Head of Paid Service; S151 Officer; Monitoring Officer, Data Protection Officer).

In this policy statement the term “Chief Officers” refers to the Chief Executive and Directors in that where there are any differences in terms of the policy it is between this group and all other employees.

2.4 This policy statement applies to all Council employees, but not to other workers such as casuals, agency workers, etc.

2.5 This pay statement does not include the Returning Officer payment. The fees payable to the Returning Officer are set by statute for national elections and are paid by central government. Fees are, also, payable to the Councils’ Returning Officer for local elections. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate fee, which includes expenses, for each election for which he/she is responsible. Regulations govern which election fee is pensionable and, if opted in, a separate pension will accrue in the Local Government Pension Scheme for each election type.

3.0 Objectives

3.1 East Herts Council recognises the importance of having a clear written policy statement on pay in order to ensure that employees are fairly rewarded and there is proper public accountability.

3.2 In respect of Chief Officers and all other employees the council’s policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council’s priorities.

3.3 The council aims to be transparent on pay to its employees, prospective employees and the wider community and uses and maintains an effective job evaluation system and procedures to provide equity and consistency in pay, whilst adhering to the basic principles of the national Local government Single Status pay agreement.

4.0 Remuneration subject to national and local determination

4.1 The council is a member of the Local Government Employers’ Association for national collective bargaining in respect of Chief Officers and other employees.

4.2 Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April if agreements are finalised after 1 April. It is the council’s policy to implement national agreements.

4.3 The Chief Executive and Directors are under the Joint Negotiating Committee for Chief Officers (JNC) conditions of service including pay. All other employees are under the National Joint Council (NJC) national agreement on pay and conditions of service.

4.4 The national pay award (the NJC national agreement) for 2026-2027 has not yet been considered following delays in previous years. Currently the employers' side are awaiting the Trade Union Claim and regional pay consultation rounds are due to begin in February 2026. This Pay Policy Statement will therefore provide that the National Award will be implemented for both NJC and JNC once agreement is confirmed. East Herts will implement increments for applicable staff from the 1 April 2026, but the national pay award is not expected (due to the delay in negotiations/agreement) to be implemented in this (April) payroll and will instead be processed as a backdated payment once the award is agreed.

4.5 Previous Award 2025-26

The 2025/2026 award was agreed in August 2025 after negotiations and a ballot of its members by unions:

All staff received their increase in pay with backdated salary in August 2025

Pay negotiations for 2026/2027 have commenced and the Council will ensure that it timely implements the agreed increases.

5.0 General Pay Policy

5.1 All employees other than Chief Officers have their basic pay determined by a job evaluation scheme to ensure that different jobs which have the same value are paid on the same grade. Grades have between 4-7 spinal column points (increments) within them.

5.2 The Chief Executive is paid a fixed spot salary with no set incremental progression. Performance review is facilitated through the East of England Local Government Association.

5.3 The Directors' progression through the pay range (incremental points) is based on performance (measured through the LT 360° performance review process) rather than by annual time served increments and this can lead to a drop of one increment if poor performance has been established.

5.4 The Directors are paid on incremental scale points between a pay range of £90,457 to £96,649 base pay (as of February 2026), with set incremental progression also based on performance.

5.5 These senior staff are not paid additional remuneration in respect of overtime, flexitime, bank holiday working, stand-by payments, emergency call rota, etc., as

they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

5.6 Basic pay is calculated on a pro-rata basis for part-time employees.

5.7 All employees (except chief officers) receive local weighting which is called an outer fringe payment which is determined by the NJC, for 2024-2025 this was £706pa for a full-time employee and was raised to £729 as part of the 2025-2026 pay award.

5.8 Setting Salaries

For the posts of

Chief Executive

Directors

The council will use robust recruitment processes when making an appointment to these roles, ensuring the best candidate for the role is appointed. In determining the appropriate salary, market testing and bench marking from peer authorities will be considered.

5.9 Pay ceilings.

For 2026/27 the basic pay ceiling for Chief Executive post will be £137,706 per annum (excluding an additional payment of £10,000 for Head of Paid Service) plus the percentage or award agreed by the JNC.

As noted above national agreed pay settlements from the JNC will be applied to the Chief Officer posts with effect from 1 April 2026 once agreed.

5.10 Pay floor.

The pay floor is the remuneration of the lowest paid employees. "Lowest paid" is defined as the average pay of employees paid on grade 2. SCP8 in grade 2 are the lowest grades paid by the council. This year the figure is 0.33% (1 part-time employee) of the council's FTE employees. Where any employee is less than full time their pay is multiplied up to full time salary and the aggregate full time equivalent pay is determined.

At the time of writing this report this figure is £26,824 per annum (full time).

The council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the Local Government Employers (apprenticeships are excluded). Employees in this group will be entitled to all other benefits – local weighting/fringe, pension, redundancy as all other employees.

5.11 Pay multiples.

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts.

In terms of overall remuneration packages, the council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities. This is done using a job evaluation process that is nationally approved.

The council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees. In the case of East Herts Council, the pay of the Chief Executive is 5.13 times the value of the lowest paid employee (calculated using salaries as of 1st January 2026 that include the agreed uplifts for 1 April 2025 pay award).

CEO salary plus statutory post holder allowance = £137,706 divided by average of lowest paid employees: £26,824 = 5.13 This is a reduction in the 5.29 times in 2024/25.

5.12 Grade	Minimum £	Maximum £	Number of employees in the grade (FTE) *
2	£25,185	£26,824	0.27
3	£27,254	£29,064	8.43
4	£29,064	£31,022	33.26
5	£31,022	£34,434	63.58
6	£34,434	£37,280	22.01
7	£37,280	£40,777	45.01
8	£40,777	£44,075	23.99
9	£44,075	£47,181	22.92
10	£49,282	£53,460	15.97
11	£53,460	£59,818	19.16
12	£59,818	£68,919	10.00
13	£74,264	£86,329	0.61
14 (JNC)	£90,457	£96,649	5.00

Total: 270.21

6.0 Additional payments and Variations

6.1 Additional Payments

The council's general policy is not to pay any form of "signing on" fee or incentive payment when recruiting. Exceptions may occasionally be agreed for hard to recruit posts.

The statutory posts designated as the council's S151 Officer, Monitoring Officer and Head of Paid Service will receive a payment of £10,000 per year. No officer will receive more than one additional statutory post payment.

6.2 Acting up and Honorarium payments.

The council will ensure that acting up and honorarium payments are paid in a fair and consistent manner across the council.

Acting up payments can be made when an employee undertakes either some or all of the duties of a senior post, for a continuous period of four weeks or more (payment will then be backdated to the beginning of the cover).

Acting up payments do not apply for periods of less than four weeks or when an employee is providing cover for another employee's annual leave.

Honorarium payments (Responsibility Allowances) can be made where an employee is required to complete an important project or produce major work output to a high standard that is significantly above and beyond the scope of their normal duties or responsibilities, or for significant additional duties or responsibilities not commensurate with the employee's current job description/grade or for work which is exceptionally onerous (e.g. difficult and/or demanding situations or working to extremely tight timescales).

Where an Honorarium payment is determined to be appropriate for additional work, any additional work time spent on the additional duties/responsibilities for which the honorarium is being awarded should not be accounted for on the flexi-time sheet.

Permanent changes to job roles should be dealt with through the job evaluation process.

The Director in consultation with the Shared Senior HR Business Partner have the responsibility for implementing and monitoring these arrangements.

6.3 Professional fees and subscriptions

The council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid although consideration may be given to extending this to support recruitment and retention efforts.

7.0 Market Supplements

Market supplements are only paid in exceptional circumstances where several attempts have been made to recruit, and usual recruitment processes have not resulted in an appointment. Market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

8.0 Pension

Pension provision is an important part of the remuneration package.

All employees (except those employees over the age of 75) may join the local government pension scheme. The scheme is a statutory scheme with contributions from the employee and from the employer.

All employees will automatically be enrolled into the LGPS pension scheme unless the contract of employment is less than 3 months' duration, although the employee does have the option to 'opt in'.

For more comprehensive details of the local government pension scheme see: <https://lgpsmember.org>

Neither the scheme nor the council adopt different policies with regard to benefits of employees, the same terms apply to the Chief Officers and other employees (although higher paid staff are required to pay a higher contribution in terms of the percentage of pay deducted as a pension contribution).

East Herts Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS"). The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. The Policy on Exercise of Employer Discretions reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum permanent reduction in

working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The council's Human Resources Committee will consider requests from a Chief Officer and Leadership Team will consider requests from other employees where there is a cost to the council, if there are no costs the Director can approve in consultation with the Senior Shared HR Business Partner and OD.

9.0 Annual Leave

Annual leave entitlement is related to both an individual employee's spinal column points and length of continuous service in local government.

The council awards five days additional annual leave for employees that reach five years' local government service.

Spinal Column Point (SCP)	Annual leave entitlement	Annual leave entitlement after 5 years in continuous local government service
4-22	26 days	31 days
23-25	27 days	32 days
26-28	28 days	33 days
29-59	29 days	34 days
Chief Officers	30 days	35 days

Annual leave entitlement is calculated on a pro-rata basis for part-time employees.

10.0 Occupational Sick Pay

Entitlement to sick pay is related to continuous service, measured in complete months or years at the start of the period of absence. Any previous absences in the twelve months before the start of any absence are deducted from the entitlement.

Entitlement to sick pay is in accordance with the provisions of the NJC for Local Authorities, as follows:

During 1st Year	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd Year	2 months full pay and 2 months half pay
During 3rd Year	4 months full pay and 4 months half pay
During 4th and 5th Year	5 months full pay and 5 months half pay
After 5 Years	6 months full pay and 6 months half pay

11.0 Expenses

11.1 The council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events in accordance with the council's Expenses policy. The council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to Chief Officers and other employees.

11.2 The council pays car mileage in accordance with HMRC approved rates which are the same for Chief Officers and other employees. The current rates are:

Mileage	HMRC Rates
Car/van (petrol or diesel) (first 10,000 business miles per annum)	45p per business mile
Car/van (after 10,000 business miles per annum)	25p per business mile
Car/van (electric)	45p per business mile
Car/van electric (after 10,000 business miles per annum)	25p per business mile
Motorcycle	24p per business mile

Bicycle	20p per business mile
Passenger (employee/member)	5p per passenger per mile

12.0 Redundancy payments and payments on termination

12.1 The council has a single redundancy scheme which applies to all employees without differentiation. The council does not provide any further payment to employees leaving the council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

12.2 The redundancy payment is based on the length of continuous local government service as set out in the employee contract, the council follows the statutory process in terms of age multipliers and a maximum of 20 years' service, however, no statutory cap is applied to weekly pay and actual weekly pay is used in all cases and the council then further enhances the redundancy payment by applying a multiplier of 2. Details of the full scheme can be found in the council's Redundancy Policy.

13.0 Future appointments

In the event of a vacancy to either a Chief Officer or other employee post the arrangements set out above in regard to pay will apply in respect of permanent appointments.

14.0 Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers' is set out in this document and published on the council's website.