

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 19 APRIL 2017, AT 3.00 PM

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PRESENT: Councillor C Woodward (Chairman)  
Councillors S Bull, S Cousins, J Goodeve,  
P Ruffles and M Stevenson.

OFFICERS IN ATTENDANCE:

Emma Freeman	- Head of Human Resources and Organisation Development
Peter Mannings	- Democratic Services Officer

683 PAY POLICY STATEMENT 2017/18

The Head of Human Resources and Organisation Development submitted a report seeking approval of the Pay Policy Statement 2017/18 and pay scale points for Directors. The Head summarised the salient points detailed in the report submitted. She referred to the Localism Act and data regarding senior Officers pay and remuneration compared to the rest of the organisation.

Members were advised that the Heads of Service performance increments would also apply to Directors and pay would rise and fall for them as it currently did for Heads of Service via spinal column points. The Head explained the intended system for scoring of performance for the Leadership Team involving the Executive, Directors, the Leader and the Chief Executive. She also reminded the Committee that the 2 Directors no longer had a specific title other than Director.

The Head confirmed to Councillor S Bull that Unison had agreed in principle, to the above system of performance

monitoring. The Chairman referred to the evaluation of jobs against the pay policy. The Head advised that a significant number of jobs had already been evaluated.

The Head made a number of comments regarding the content of the pay policy statement. She responded to comments from the Chairman and Councillor S Cousins regarding the Local Government Pension Scheme. She also referred to the current situation regarding the local award following comments from the Chairman.

Members supported a recommendation to Council to approve the Pay Policy Statement 2017/18 and a pay scale for Directors.

RESOLVED – that Council be advised that (A) the 2017/18 Pay Policy statement, be approved; and

(B) the pay scale points for Directors be approved.

684 MINUTES – 18 JANUARY 2017

Members requested that any questions that Officers were unable to answer in meetings of this Committee be included in the Minutes rather than Members being provided with the answers separately by e-mail. The Head of Human Resources and Organisation Development confirmed that the Dementia Friends course had been advertised by the Scrutiny Officer in the Members' Information Bulletin.

The Head confirmed that following the outcome of the diversity review there would be recommendations for the Committee to consider at the next meeting in July 2017.

Councillor M Stevenson referred to safety in Car Parks. The Head advised that the Health and Safety Officer inspected East Herts Car Parks for safety and reported back to the Health and Safety Committee.

RESOLVED – that the Minutes of the meeting held on 18 January 2017, be confirmed as a correct record and signed by the Chairman, subject to the following amendment:

Minute 531 – Management Development Programme.

Insert in second paragraph –  
'Storyteller – the ability to tell a story in an effective and plausible way is crucial. Being able to fashion and communicate options for the future, however tentative or experimental, will be critical in engaging service users, citizens and staff in redesigning services. This may involve not just traditional modes of communication but increasingly, better use of new and multimedia resources'.

685 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Members for the opportunity to serve again as Chairman of the Committee. He also thanked Members for all their efforts in the 2016/17 civic year.

686 HUMAN RESOURCES MANAGEMENT STATISTICS – QUARTERLY REPORT

The Head of Human Resources and Organisation Development submitted a report setting out management statistics for the period January 2017 to March 2017. The Head summarised the report and highlighted a number of key areas. She referred to the current headcount of 362 and this equated to 307 full time equivalent posts.

The Head referred to a hold on vacant posts in customer services and Members were reminded of the digital East Herts project and the plan for a single customer services centre. She referred to the use of temporary staff as required.

Members were advised that the turnover rate was under target as this had been a high turnover year due to service changes or restructures. The Head summarised the percentage of Officers that had moved on to new employers due to restructures or had chosen to leave for retirement or a career change.

The Head referred to a reportable incident involving an Officer that had required a visit to Accident and Emergency. Members were advised of current performance and targets regarding PDRs and Officers attending inductions. Members were also advised of percentages and targets regarding Black, Asian and Minority Ethnic (BAME) employees and the gender balance of the Leadership Team and the overall workforce.

The Head responded to a number of comments and queries from Members regarding targets and performance within the quarterly report. Councillor P Ruffles requested that Members be kept more informed regarding the Human Resources Management Statistics going forward. The Committee approved the report, as now detailed.

RESOLVED – that the Human Management Statistics for January 2017 to March 2017 as now submitted, be noted.

687 LOCAL JOINT PANEL – MINUTES – 15 MARCH 2017

Members noted that the Local Joint Panel meeting scheduled to take place on 15 March 2017 had been cancelled.

688 HEALTH AND SAFETY: MINUTES

The Minutes of the Health and Safety Committee held on 26 January 2017 were submitted for information.

RESOLVED – that the Minutes of the meeting held

on 26 January 2017 be received.

The meeting closed at 4.16 pm

Chairman .....

Date .....