

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 4 JULY 2018

REPORT BY THE INTERIM HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

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HUMAN RESOURCES AND PAYROLL: TEAM UPDATE REPORT

WARD(S) AFFECTED:        *None*

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**Purpose/Summary of Report**

Members are invited to note the Human Resources update report.

<b><u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</u></b>
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<b>That:</b>
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<b>(A)</b>	<b>the Human Resources update report be noted</b>
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**Background**

This report provides an update on the HR and Payroll team

**Report**

**1. Health and Safety – Achievements/Successes**

**Compliance Monitoring**

This month we have successfully carried out six inspection and monitoring visits this quarter. The inspections help to identify any significant risks; required procedure reviews and ensures the compliance of the council's contracts in terms of health and safety. The impact of this work is that East Herts has had no reportable incidents this quarter.

## **Love Parks Week**

Following the successful implementation of the site safety plans and pre-site risk assessments; we received thanks from the Operations Team for providing assistance and guidance on the two Love Parks Week 'Get Park Active' events.

## **Guardian 24 Lone Worker Service Contract**

The lone worker contract is being reviewed to ensure all staff feel safe and protected whilst carrying and using their lone working devices. Training has also been delivered to members.

## **Shared Waste Services Contract**

Input from Health & Safety was integral in the tendering process for the shared waste services contract commenced on the 08th May

## **2. Payroll Service - achievements**

Every month the Human Resource (HR) and payroll team deliver a valuable service to meet the needs of Staff, Councillors and statutory bodies. This includes ensuring pay and claims arrive in bank accounts on time.

The implementation of a new HR/Payroll system has been challenging for the team, with the usual operational difficulties, which any new system incurs. They have ensured continued accuracy and statutory compliance on a monthly basis, and additionally for the first time in May, successfully submitted on year end returns, including the complex year end pension report, using the new system.

The team have risen to this challenge and embraced this total change in processes.

### **3. General Data Protection Regulations (GDPR)**

HR are working on a GDPR action plan to ensure compliance with the regulations. This is almost complete.

### **4. Staff Survey**

HR are working with Heads of Service and the Communications Team on the results of the staff survey, taking forward actions for each service to address the issues raised by staff. A presentation on the findings of the staff survey will be given at Staff Briefings in July.

### **5. Gender Pay Gap**

HR are working on a detailed action plan for the Gender Pay Gap and will provide an update to HRC in October.

### **6. Agile Workspace project**

HR are acting as the culture lead for the agile workspace project, ensuring there is appropriate consultation and engagement with staff and supporting them in the transition to a new way of working.

### **7. Pay Policy**

HR are drafting a new Pay Policy that incorporates all elements of how we pay people.

### **8. Mental Health First Aiders**

HR are researching the benefits and any potential risks of having Mental Health First Aiders in the council and exploring the costs of training staff.

### **9. Facility time**

HR are working with Unison to collate and publish Facility Time recording data on our website. This will be achieved by July 2018.

## 11. Apprentices

East Herts recruited 5 apprentices in September 2018 studying three NVQ level 2's in Business Studies and Accountancy (AAT) and two NVQ level 3's in Human Resources and Digital Media and Communications.

We were pleased to announce that one of the apprentices left this month after being accepted at university to further their studies in their chosen field and the Leadership Team have approved the retention of three of the apprentices to remain at East Herts to progress to the next level of their chosen qualifications.

One apprentice has successfully used the process to identify a future career in Environmental Health and we wish them every success as they continue their studies within the council.

We are very proud of the apprentices and their achievements. We have received some excellent feedback from their college assessors on their ability to self-study; the quality of their work and one apprentice achieve 98% in their exams.

East Herts is involved in an exciting joint working project with North Herts Council and Oakland's College as we work together to recruitment town planning apprentices.

### 9.0 Implications/Consultations

Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

**Background Papers** - None

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