

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 3 OCTOBER 2018

REPORT BY THE HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES AND PAYROLL TEAM UPDATE REPORT

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

Members are invited to note the Human Resources update report.

RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE	
That:	
(A)	the Human Resources Update Report be noted

1.0 Background

1.0 This report provides an update on the HR and Payroll team.

2.0 Report

2.1 Payroll Service - Achievements

2.2 Every month the HR & Payroll Team continues to deliver its primary mission of ensuring all Staff, councillors and Contractors on the payroll are paid accurately and timely.

2.3 Recent updates to Councillors' allowances were processed including backdated arrears.

- 2.4 In addition to the monthly payroll run the Team processed payments to those who staffed the recent two Local Planning Referendums for the Electoral Services Team on the Election Payroll.
- 2.4 Typically no errors or irregularities have been highlighted which enhances good morale on pay day and enhances the profile of the Team.
- 2.5 Processes within the Team continue to be reviewed for streamlining and improving.

3.0 General Data Protection Regulations (GDPR)

- 3.1 The GDPR action plan for HR is almost completed, with only minor actions outstanding. We are currently scanning and destroying all of our hard copy staff files and sorting the electronic files in accordance with GDPR which should be completed by the end of November.

4.0 'You said, we did'

- 4.1 The 'you said, we did' project launched in July following the results of the staff survey in February 2018. The aim of the project is to communicate to staff how we have listened to their feedback and what actions we have taken forward as a result. This is communicated via Team Update and Connect in a 'you said, we did' format, i.e. taking an issue identified through the staff survey (you said) and stating how we have tried to resolve it (we did).

5.0 Our Workspace project

- 5.1 The purpose of the Our Workspace project is to carry out a thorough review of the council's central office headquarters to ensure the Council continues its journey to becoming a top performing organisation. The project covers physical location and layout, space occupied, storage, I.T., flexible working practices and opportunities to invite public or private sector

groups to re-locate into our surplus space. The aim is to create a practical working space for all staff whilst promoting flexible approaches to working. 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. A designated page on the intranet has been set up with FAQs and floor plans. A guidance document on how to work in the new workspace is in draft and has been sent to Leadership Team and Unison for comments.

6.0 Mental Health First Aiders

6.1 HR have researched the benefits and any potential risks of having Mental Health First Aiders in the council and have explored the costs of training staff. The Leadership Team were keen to promote this initiative to support staff. We are seeking volunteers in order to have a pool of suitably trained staff at each of the Council venues. The training has been arranged through Mind and will take place on 15 November 2018.

7.0 Difficult to recruit posts in Environmental Health

7.1 HR have worked closely with the Head of Service and Service Manager to fill a nationally difficult to recruit post in Environmental Health. A wide reaching advertising campaign was initiated which including approaching universities, advertising on social media such as LinkedIn, Twitter and Facebook, boosting the advert in the Google Search and using free online jobs boards. HR also worked with managers to develop one of the roles into a career grade role to attract candidates who do not already have a degree to start their career in Environmental Health with the council.

8.0 Flexi Time Scheme Review

8.1 HR have sought the views of the Leadership Team regarding

whether they wish to see any changes to the way the flexi time scheme operates within the council. Feedback has been considered and it is anticipated that staff will be updated at the staff briefings in October.

9.0 Mandatory Training

9.1 The mandatory training has been launched for all staff across the Council. All employees are expected to complete the following courses & have a refresher every 12 months:

- GDPR – Data Protection Essentials
- MiCollab Client Service
- Display Screen Equipment
- Introduction to Health and Safety
- Safeguarding Awareness
- Equality and Diversity Introduction
- Information and Governance

9.2 The mandatory training programme was launched in September 2018 and is endorsed by the Leadership Team. Completion of the training is monitored and supported through individuals 1-2-1's and PDR's.

10.0 ResourceLink – HR & Payroll Project

10.1 The project continues as e-forms are developed and tested and reports are being defined and set up to meet the manager's requirements.

10.2 Training is on-going for MyView with Drop In sessions being advertised for employees to discuss any issues and gained additional support.

10.0 Health and Safety update

10.1 Evacuation Chairs

10.2 After a comprehensive tender process the new Evacuation Chairs have been installed at Wallfields, Buntingford Service Centre and Hertford Theatre

10.3 Train the Trainer and user training sessions are planned for October and November to ensure staff are confident using the new chairs.

11.0 Guardian 24 Lone Worker Service Contract

11.1 In July training events were held to train the officers using the lone worker devices and to support the contract administrators. User guides and standards for the lone workers have been developed and they are being rolled out across the council and will be available on the intra-net by the end of September.

12.0 Shared Waste Services Contract – Partnership Working

12.1 The Health and Safety Officers at East Herts and North Herts Council are working together to monitor the health and safety compliance of the shared waste contract and they are designing an auditing programme. It is anticipated that the auditing programme will be finalised by 31 January 2019; then a plan of the audits will be agreed with all parties.

13.0 Implications/Consultations

13.1 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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