

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 9 JANUARY 2019

REPORT BY THE HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

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>	
<b>That:</b>	
<b>(A)</b>	The update report be noted.

**1.0    Background**

1.1    This report provides an update on the Human Resources and Payroll team.

**2.0    Report**

**2.1    Payroll Service – Achievements**

2.2    Every month the Human Resources and 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    Successful submission of the national fraud initiative exercise that helps prevent and detect fraud within and between public

and private sector bodies

2.4 In addition to the monthly payroll run the Team processed payments to those who staffed the recent bi elections and the electoral register annual canvass.

2.5 Typically no errors or irregularities have been highlighted which enhances good morale on pay day and enhances the profile of the Team.

2.6 Processes within the Team continue to be reviewed for streamlining and improving.

## **2.7 Health and Safety Update**

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

2.9 The Health and Safety Officer has taken responsibility for overseeing the contract management of the service supported by the Facilities Team Leader.

## **2.10 Automated External Defibrillators**

2.11 The Leadership Team supported the purchase of Automated External Defibrillators, which has been progressed by the Health and Safety Officer

2.12 A successful application was supported by Councillors E Buckmaster and Andrew Stevenson who contributed through their Locality Budgets. Councillor P Boylan has provided support, guidance and advice and has offered additional support.

2.13 It is hoped the AEDs will be in place early in the new year and appropriate training will be delivered.

## **2.14 Human Resources update**

## **2.15 General Data Protection Regulations (GDPR)**

2.16 The Human Resources GDPR action plan is now completed following the completion of the project to scan and destroy all of our hard copy staff files.

## **2.17 Employee Assistance Programme (EAP)**

2.18 The council's EAP was previously provided as part of the employee life assurance scheme, which ceased on 30 November 2018. As a result we procured a new EAP through Optum as a call-off from the HCC framework agreement. This is temporary until 31 March 2018 when a new framework agreement with HCC will be in place which we also intend to call-off.

## **2.19 Gender Pay Gap Report 2018**

2.20 The Gender Pay Gap Report for the snapshot date of 31 March 2018 has been produced. Please see separate report for details.

## **2.21 Recruitment**

2.22 We are modernising our approach to recruitment and increasing our online presence, particularly on LinkedIn. We are working with colleagues in Print and Design to create videos, photo job advert templates and other media to attract attention to our job adverts.

## **2.23 Mental Health First Aiders (MHFA)**

2.24 Twenty two employees have been trained as Mental Health First Aiders (MHFA) across the council. MHFA's will be available for staff to contact in early 2019. A promotion campaign has

already begun including posters displaying photos of all MHFA's.

## **2.25 Flu vaccinations**

2.26 The flu vaccination campaign in November was a great success. The council's Occupational Health provider visited the Wallfields and Charringtons House sites to offer free flu vaccinations to staff. In total, 73 staff were vaccinated which is just over one fifth of the workforce.

## **2.27 Which? Careers fair**

2.28 HR colleagues attended a successful 1 day event at the Which? office in Hertford to help support their staff facing redundancy due to the closure of their office. East Herts council was promoted as a great place to work and current vacancies were discussed with interested participants.

## **3.0 Implications/Consultations**

3.1 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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