

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 13 MARCH 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 HR Update Report.

<b>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</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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1.0    **Background**

1.1    This report provides an update on the Human Resources (HR) and Payroll team

2.0    **Report - Payroll Service - Achievements**

2.1    Every month the HR and Payroll Team continue to deliver its primary mission of ensuring all Staff, Councillors and Contractors on the payroll are paid accurately and timely.

2.2    Officers met with Electoral Services to discuss timetable for forthcoming local election including review of payroll forms distributed to all election staff to ensure compliant and discuss timely payroll process following election. P45's have been processed and distributed to those on the election payroll to

comply with HMRC regulations.

- 2.3 Independent Payroll Audit has been undertaken which included walkthroughs of payroll processing to check internal controls and risk management. An outcome report has just been received with an overall assurance rating of "Good" received.
- 2.4 The focus now is on preparing for year-end processes followed by start of new tax year.

### **3.0 Health and Safety Update**

#### **Automated External Defibrillators (AED)**

- 3.1 The Health and Safety Officer is pleased to advise the Committee that two defibrillators have now been obtained. The devices are situated in Wallfields, Main Reception and the Foyer at Hertford Theatre.
- 3.2 Two AED awareness sessions were held on Monday 25th February in the Council Chamber, Wallfields and weekly checks are carried out by the team of First Aiders at each site.
- 3.3 The Health and Safety Officer has sent an email to Councillors Buckmaster, Stevenson and Boylan thanking them for their support.

### **4.0 Training and Development**

- 4.1 East Herts and Broxbourne Borough Councils have been collaborating to share the costs of Health and Safety Training with East Herts taking advantage of Working at Height and Ladder Awareness and offering Broxbourne space on First Aid refresher training. It is anticipated that through the Herts Safety Officers Group further collaborative opportunities will be sought.

### **5.0 Shared Waste Services Contract**

5.1 East Herts continues to maintain close ties to the shared waste services site Buntingford Depot. The Health and Safety Officer is now working with the North Herts Health and Safety Officer on the joint monitoring of the health and safety compliance of the contract.

## **6.0 Human Resources Update Employee Assistance Programme (EAP)**

6.1 We are working with Herts County Council to call-off their framework agreement for our EAP which is saving on the current EAP service. The new EAP provides face to face counselling within the cost as opposed to just a telephone based service. This will take effect from 1 April 2019. The new provider will be Right Corecare Limited.

## **7.0 Recruitment**

7.1 We continue to modernise our approach to recruitment and improve our online presence. Together with colleagues in Print and Design we have now developed a bank of 7 designs to use when advertising jobs on LinkedIn. We are also exploring how we can better utilise job boards to promote our brand e.g. Indeed.

## **8.0 Buddy Scheme for new starters**

8.1 We have launched an informal buddy scheme for new starters. The aim is to match new starters with a buddy who can guide them through their first few weeks at the council e.g taking them to lunch on the first day and introducing them to colleagues. It can also provide the buddy with an opportunity to develop new skills in coaching and mentoring new employees.

## **9.0 New Head of HR and OD**

9.1 Simon O'Hear started as the new Head of Human Resources and Organisational Development on the 28 January 2019. Kate

Leeke the interim Head of HR and OD left on the 1 February. Simon joins East Herts with eleven years of experience at HR Director level in both Further Education and Schools, prior to that Simon worked in the 3<sup>rd</sup> Sector and the Private Sector.

## **10.0 Chief Executive Recruitment Process**

10.1 An early task for the new Head of HR and OD was to support the appointment panel to recruit a new Chief Executive alongside EELGA, EHC choose to run the final assessment centre directly rather than paying EELGA to do this. A longlist of 9 candidates was agreed on the 28 of January.

10.2 Following telephone based interviews conducted by the senior consultant from EELGA a shortlist of 4 candidates was agreed on the 8 of February for the final assessment centre.

10.3 The final assessment centre took place on 14 and 15 February 2019, and included three panel interviews with members and stakeholders, two written exercises (one of which required candidates to brief Executive members), a staff panel interview (including a presentation by the candidates) and a formal panel interview by the Chief Officer Recruitment Committee.

10.4 Upon completion of the assessment centre, the Chief Officer Recruitment Committee agreed unanimously to recommend to Council on 5 March 2019, the appointment of Richard Cassidy.

## **11.0 HR Apprentice**

11.1 The HR Apprentice played a core role in the recruitment for the Head of Human Resources and Organisational Development. The apprentice received a thank you for the Chief Executive for their work and organisational skills leading to the success recruitment of the new Head of Service.

## **12.0 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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