

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 13 JULY 2011, AT 3.00 PM

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PRESENT: Councillor C Woodward (Chairman)  
Councillors P Ballam, Mrs D Hone, J Ranger,  
P Ruffles and N Wilson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Emma Freeman	- Head of People and Organisational Services
Claire Kirby	- Human Resources Officer
Alan Madin	- Director of Internal Services
Jaleh Nahvi	- Human Resources Officer

ALSO IN ATTENDANCE:

Mrs J Sharp	- Senior Revenue Assistant
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165 APOLOGIES

An apology for absence was submitted from Councillor A Warman.

166 MINUTES

RESOLVED – that the Minutes of the Human Resources Committee held on 31 May 2011 be confirmed as a correct record and signed by the Chairman.

167 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that, with Members' consent, the item on Staff Car Parking be brought forward for discussion. It was noted that the report had been considered by the Local Joint Panel in advance of the meeting of Human Resources Committee.

168 STAFF CAR PARKING

The Programme Head for Change submitted a report setting out the options proposed for staff car parking when staff were consolidated onto the Hertford site.

The Director of Internal Services provided Members with a summary of issues discussed at the Local Joint Panel which had been held in advance of the Human Resources Committee. At that meeting, the Panel had agreed that there should be no change to staff for the current financial year, but that arrangements should be reviewed when the results of the Parking and Travel Strategy were known and what additional staff would be moving to Hertford from Stevenage, under the shared arrangements.

The Director of Internal Services stated that Members of the Panel had not ruled out the possibility of imposing a levy on staff and that monitoring of the car park would commence from 22 August, 2011. It was noted that Members had also referred to the issue of enhancing the layout of the Wallfields car park, of car parking for Bishop's Stortford staff and concerns about the 20 spaces for visitors.

Members noted and supported the recommendation of the Local Joint Panel to defer taking any action until the end of the financial year.

RESOLVED – that (A) for the balance of this financial year, there should be no change to current staff parking arrangements, but that situation would be reviewed in the light of results of the Parking and Travel Strategy; and

(B) the possibility that a modest charge may need to be made for staff parking in the future, be noted.

169 ANNUAL GOVERNANCE STATEMENT

The Leader of the Council submitted a report concerning the draft 2010/11 Annual Governance Statement submitted to Members as part of a wider consultation process. The Director of Internal Services drew attention to the six core principles of the Governance Framework set out in Essential Reference Paper "B" attached to the report now submitted, including what enhancements were proposed to improve internal control arrangements.

Members noted that the External Auditor did not have anything to add to the arrangements, other than to emphasise that inclusions in the framework, needed to be key and strategic.

A Member raised the issue of the Localism Bill and Member Training. It was suggested that a questionnaire could be developed to establish Members' skills and training needs.

RESOLVED – that (A) the report be noted; and

(B) Audit Committee be advised that consideration be given to the development of a questionnaire to facilitate development of Members and Officers required under the Member Development Charter.

170 CORPORATE TRAINING REVIEW

The Head of People and Organisational Services submitted a report which reviewed learning and development within the Council in 2010/11 and proposals for 2011/12. A summary was provided in relation to priorities following the return of PDRs which currently stood at 76%. It was noted that there had been a significant under-spend on the training budget last year.

Members considered the training amount allocated per FTE and of the possibilities of using web enabled “E” learning. The benefits of shared training initiatives with Town Councils and other Councils was discussed and supported. Training for Councillors within a wider context was considered a part of the initiative within the Member Development Group.

Given the fact that the Council was restructuring and sharing services, it was suggested that staff might be provided with training in relation to interview techniques. This was supported. Officers agreed that this could be incorporated within the Corporate training Plan. It was noted that a separate training plan to support the restructure and transfer of SBC staff had been developed for revenues and benefits staff.

Members noted the Training Programme for 2010/11 and supported the programme for 2011/12 and the initiatives mentioned.

RESOLVED – that (A) the Training Plan for 2010/11 be noted; and

(B) the training programme for 2011/11 be supported together with the comments now detailed.

## 171 EQUAL PAY AUDIT

The Head of People and Organisational Services submitted a report on the proposed methodology for the 2011 Equal Pay Audit, which was a requirement of the Equality and Human rights Commission and the Green Book. It was noted that the Council’s own staff would be used in the collation and processing of data.

Members supported the proposed methodology.

RESOLVED – that the proposed methodology for the 2011 Equal Pay Audit be approved.

## 172 JOB EVALUATION

The Head of People and Organisational Services submitted a report regarding the revised Job Evaluation Policy. Members' attention was drawn to the key changes to the new policy, set out in Essential Reference Paper "B", attached to the report now submitted.

Members approved the revised Job Evaluation Policy.

RESOLVED – that the revised Job Evaluation Policy be approved.

## 173 TURNOVER REPORT

The Head of People and Organisational Services submitted a report on a number of key statistics.

It was noted that turnover for 2010/11 was 8.24% against a target of 12%. Voluntary turnover was 5.77% against a target of 8%. The vacancy rate was 4.13% set against a target of 3%. In terms of voluntary leavers, most were now leaving between 2-5 years length of service with health and housing experiencing the most dramatic increase in turnover during 2010/11. The reason for leaving was, in the main, relating to promotion / pay increase.

In 2009/10 the Council had spent £8,146 on recruitment relating to 14 vacancies averaging £581.84 per hire. The estimated total cost of recruitment in the UK was £2,930 per hire (CIPD Resourcing and Talent Survey 2010). Officers were confident that the Manpower contract was providing the Council with value for money.

Members noted the current demographics of the Council, with 40% of staff being 50 and over. Officers suggested that there was a need to explore and develop succession planning and talent management. It was suggested that the Regional Portal run by the East of England Government Association would be a good source of initial information.

Members noted the statistics as set out in the report now submitted and the need to reduce its turnover target to 10% overall and 7% Voluntary turnover and supported a suggestion that succession planning and talent management be investigated.

RESOLVED – that (A) the report be noted;

(B) the turnover target for 2011/12 be reduced to 10% overall and 7% voluntary turnover; and

(C) Officers investigate strategies to support succession planning and talent management.

174 DISTURBANCE POLICY

The Head of People and Organisational Services submitted a report concerning the revisions to the Disturbance Allowance Policy, the detail of which was set out in Essential Reference Paper “B” attached to the report now submitted. Key changes to the policy were explained. The Director of Internal Services stated that the Council would be working towards harmonising the policies in the light of shared services arrangements.

Members approved the revised Disturbance Allowance Policy.

RESOLVED – that the revised Disturbance Allowance Policy be approved.

175 LOCAL JOINT PANEL - MINUTES OF THE MEETING:  
14 JUNE 2011

Members noted the Minutes of the Local Joint Panel meeting held on 14 June 2011.

RESOLVED – that the Minutes of the Local Joint Panel held on 14 June 2011 be noted.

176 DATE OF NEXT MEETING

The Committee noted that the next meeting would be held on

12 October 2011 at Wallfields, Pegs Lane, Hertford.

The meeting closed at 4.30 pm

Chairman .....

Date .....