

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
MONDAY 7 JULY 2014 AT 7.30 P.M IN THE COUNCIL CHAMBER, WEELEY**

Present: Councillors R Callender (Chairman), Griffiths (Vice-Chairman), Amos, C Callender, Chapman, Colbourne, Heaney, J Henderson, S A Honeywood, Richardson and Tracey

Also Present: Councillors P B Honeywood, McWilliams and Mitchell

In Attendance: Corporate Director (Corporate Services) (Martyn Knappett), Human Resources Manager (Anastasia Simpson), Senior Human Resources Generalist (Emma Horne), Workforce Development Manager (Stuart Brian), Work Based Learning Manager (Debianne Messenger) and Senior Democratic Services Officer (Ian Ford)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Broderick, Calver and Scott.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the Committee held on 25 February 2014 were approved as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

There were none.

4. VERBAL UPDATE ON APPRENTICESHIPS

The Committee was provided with a verbal update on the Apprenticeships Programme from the Work Based Learning Manager (Debianne Messenger), who gave an annual review of the Career Track programme, including apprenticeship statistics, the numbers of apprentices who had gained permanent employment or who had progressed to university and also details of the new Management NVQs. Debianne Messenger was also delighted to inform the Committee that the Career Track section had passed its recent Matrix inspection and been successfully re-accredited. She also outlined challenges facing the service in the future such as changes to funding and a new framework for apprenticeships.

The Workforce Development Manager (Stuart Brian) then outlined to the Committee the Council's aspirations to become an Accredited Centre to deliver Qualifications up to the level of NVQ5 initially in areas such as environmental health and health and safety.

Members asked questions to which the Work Based Learning Manager and Workforce Development Manager responded.

The Chairman, on behalf of the Committee, thanked the Work Based Learning Manager and the Workforce Development Manager and congratulated the career track section on its success.

5. REPORTS OF THE CORPORATE DIRECTOR (CORPORATE SERVICES)

A.1 Health and Wellbeing Update

There was submitted a report by the Corporate Director (Corporate Services), which presented the Committee with the annual analysis (2013/14) of current health and wellbeing trends; the 4th Quarter (1 January – 31 March 2014) sickness statistics and an overview of other wellbeing initiatives within the Council.

During discussion of this item the Human Resources Manager (Anastasia Simpson) undertook to include an analysis of Sections and identify areas of concern in future reports of this nature.

RESOLVED that:

- (a) the contents of the report be noted; and
- (b) the Committee continues to monitor sickness and receive a regular update from the Human Resources Manager.

A.2 Two Ticks Disability Symbol Accreditation

There was submitted a report by the Corporate Director (Corporate Services), which informed the Committee that the Council had been awarded the use of the *Two Ticks* symbol by Job Centre Plus for the 18th consecutive year.

The key findings of the assessor had been as follows:

- The Council had striven to retain employees who were, or had become disabled;
- The Council had a number of staff who were accredited Health Champions;
- The Council had a Wellbeing Policy and had shown evidence of constantly reviewing its procedures to reinforce its commitment to working with prospective and current employees with disabilities;
- The Council undertook Equality Impact Assessments; and
- Mental health awareness sessions had been provided for staff.

RESOLVED that the contents of the report be noted.

A.3 The Living Wage

There was submitted a report by the Corporate Director (Corporate Services), which explained to the Committee The Living Wage, progress made towards achieving The Living Wage by the Council during 2013/14 and 2014/15 and its further costs and implications for this Council.

The Committee was advised that:

- The Living Wage was an hourly rate set independently and updated annually;
- The rate was calculated according to the basic cost of living in the UK;
- Employers chose to pay The Living Wage on a voluntary basis;
- The Living Wage was currently £7.65 per hour; and
- Hourly salary rates across the Tendring District were 17% lower than the national average.

It was moved by Councillor R Callender, seconded by Councillor Tracey and:

RESOLVED that:

- (a) the progress made by the Council in moving towards The Living Wage during 2013/14 and 2014/15 be noted; and
- (b) the Council continued to aspire towards paying The Living Wage but the Committee recognised the Council's financial circumstances.

A.4 HR/Payroll System

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with a brief summary of the current position regarding the HR/Payroll software project.

RESOLVED that the contents of the report be noted.

The meeting was declared closed at 8.27 p.m.

Chairman