

Human Resources Committee

17 January 2024

Present (In Person)

Mrs J James (Chair)

Councillor Mrs D Clements, Councillor SL Hancock MBE, Mr GA Jones,
Councillor R Jordan and Councillor A Wilcox

Officers in Attendance

Chief Executive, Head of People Services, Democratic Service Manager

(Virtual Meeting: 2.00 p.m. – 2.55 p.m.)

1. **Apologies**

Apologies for absence were received from Councillor M James, Dr R Heath-Davies and Councillor PJ Morgan.

2. **Disclosures of interest**

There were no disclosures of interest.

3. **Minutes**

The minutes of the meeting held on 4 October 2023 were presented for confirmation and signature.

It was **resolved** that the minutes of the meeting held on 4 October 2023 be confirmed and signed.

4. **Employee Forum – report of meeting**

The report of the meeting of the Employee Forum held on 8 November 2023 was presented for consideration.

In response to a question, the Head of People Services advised that accreditation as a Living Wage Employer was being pursued and further consideration was being given to discounts for purchase of car park season tickets. The view of the meeting was that the Authority provided a comprehensive list of benefits to staff, also taking into account the flexible working and other policies in place which facilitated a work-life balance.

It was **RESOLVED** that the report of the meeting of the Employee Forum held on 8 November 2023 be adopted.

5. **Action Log and Matters Arising**

Completed actions were noted. With regard to Action 929 Presentation of information regarding Health and Safety, Members agreed that a review of the Terms of Reference would be helpful.



6. Human Resource Management Update

The report provided an update on the Pay and Grading Review currently being undertaken. It was noted that phase 1 of the project had slipped in that it was now anticipated that evaluation of all job roles would be complete by the Consultants by 24 January 2024, however it was hoped that time could be made up to ensure that the time frame for completion of the Review did not extend beyond early March 2024.

The report went on to outline details of the Wellbeing Day which took place on 12 October 2023, staff sickness absence, meetings of the Employee Forum and Staff Representatives Group and forthcoming changes in Employment Legislation. Statistics were also provided in respect of a number of Human Resources Metrics.

Members were interested to learn about the Wellbeing Day and hoped that similar events could be held at other Authority work locations and that regular yoga and walking events could be arranged as suggested in the report. The Head of People Services advised that feedback from the event was still being analysed and efforts were being made to find a suitably convenient time for regular yoga sessions. In response to a question, she also updated the Committee on efforts to recruit younger employees and added that this work would continue. Members also questioned how the Authority would implement the Workers Protection (Amendments of Equality Act 2010) Act 2023 and were advised that clear codes of conduct were in place, and that staff were aware of the standards of behaviour that were expected.

The Chair asked for a review of the staff restructure exercise which had taken place in 2023 and the Chief Executive agreed that this could be provided informally to Members.

It was also noted that there was a difference in the sickness absence statistics presented to the Operational Review Committee and in the Metrics before the Committee. The Chair asked that officers investigate this. Members also expressed concerns regarding the levels of compliance with some mandatory training and questioned whether this was impacting sickness absence. The Head of People replied that there was no obvious link with those currently on long-term sick leave and that non-compliance was followed up. However she agreed to provide further information in the report to the next Committee and to raise the matter with Managers.

Noted.

The Minutes of this meeting were confirmed at the meeting of the Human Resources Committee held on 28 February 2024 without amendment.
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