

13 JUNE 2024

NEW FOREST DISTRICT COUNCIL

HR COMMITTEE

Minutes of a meeting of the HR Committee held on Thursday, 13 June 2024

* Cllr Jill Cleary (Chairman)

* Cllr Steve Davies (Vice-Chairman)

Councillors:

Mark Clark
* Keith Craze
Kate Crisell
Sean Cullen

Councillors:

* Jeremy Heron
* Colm McCarthy
Joe Reilly

*Present

In attendance:

Councillors:

John Sleep

Officers Attending:

Alan Bethune, Heleana Aylett, James Loring, Zoe Ormerod and Andy Rogers

4 APOLOGIES

Apologies were received from Cllrs Cullen and Reilly.

5 MINUTES

The minutes of the meetings held on 21 March and 13 May 2024 were confirmed by the Chairman as correct records.

6 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

7 PUBLIC PARTICIPATION

There was no public participation.

8 HR UPDATE

The Committee received an update on the activities of the Council's Human Resources service since the last meeting.

This included an update on the following topics:

- Learning Management System
- Recruitment Update

- Graduate Career Opportunities
- Local Government Apprentice of the Year Competition
- Leadership Development Programme
- Time off work for parents
- Support Leave
- Flexible Working
- Equality Diversity and Inclusion Group
- LGBT + Employee Network

Members were pleased to note that the Council had been awarded 'Employer of the Year' by Brockenhurst College.

On the Learning Management System, it was reported that an email was being sent to members in support of the introduction to the system.

Visits to local schools and colleges were being undertaken to raise awareness of career opportunities at NFDC, though vacancies were advertised nationwide.

RESOLVED:

That the report be noted.

9 QUARTERLY HEALTH AND SAFETY UPDATE

The Committee received the Quarterly Health and Safety Report for the period 1 January 2024 to 31 March 2024.

The report included feedback from the Safety Panels, Corporate Working Groups and Steering Groups as well as the quarterly accident/incident report together with key findings and details of all significant incidents.

It also included a review of the Warning Markers Policy and the Corporate PPE Policy and accompanying documents.

Members were pleased to see the progress with work on the Warning Markers Register and emphasised its importance in keeping staff safe.

Members were also pleased to see the actions relating to workplace stress and anxiety.

RESOLVED:

- a) That the Corporate Warning Marker Register Policy be approved.
- b) That the revised PPE Policy be approved.
- c) That the updated action plans for all service safety panels be noted.
- d) That the contents of the annual accident/incident report and key findings be noted.

10 ANNUAL REVIEW OF MARKET SUPPLEMENT PAYMENTS

The Panel received an update on the current position with market supplements across the Council, and the details of the introduction of a corporate annual review process.

The current Market Supplement Policy already stated that an annual review should be conducted.

Of the 19 market supplements reviewed this year, there had been no changes made to the existing arrangements. All of them had been supported by the relevant Service Manager/Assistant Director and the Strategic Director.

In response to a question, it was explained that timeframes for reviews of market supplements or related job evaluations / gradings were determined by service managers, which retained flexibility.

RESOLVED:

That the report be noted.

CHAIRMAN