

**Personnel Sub-Committee**

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**Date:** 25 March 2019

**Title:** Human Resource service – six monthly report (Oct '18 – Mar '19)

**Purpose of the Report:** To summarise progress in accordance with the Human Resource Service delivered by Luton Borough Council. This is the second report under the new Service Level Agreement (01.04.18 – 31.03.21).

**Contact Officer:** Sarah Sandiford, Head of Democratic and Central Services

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<b>Corporate Objective/s</b>	<b>LLTC Three Year Plan – Aim 1</b> (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).	
<b>Implications:</b>		
<b>Financial</b>	X	Within revenue budget
<b>Human Resources</b>	X	
<b>Operational/Service delivery</b>	X	
<b>Risk/Health and Safety</b>	X	

**1. RECOMMENDATION/S**

Should members be minded, the proposals are:

- 1.1 To consider and note the report.**

**2. BACKGROUND**

- 2.1** Luton Borough Council has been providing Human Resources support, advice and guidance to Leighton Linslade Town Council since 1<sup>st</sup> April 2014 when both parties entered into their first service level agreement. This agreement has recently been renewed for the third time with Luton Borough Council continuing to provide this service up to 31<sup>st</sup> March 2021.

Under the terms of the Agreement, a six-monthly monitoring report is to be prepared for presentation to Personnel Sub Committee. This is the second report in accordance with the new agreement.

- 2.2 The provision of the HR service gives managers within Leighton Linlade Town Council access to experienced and qualified HR practitioners who offer advice and guidance in all employment matters and procedures. In addition, the Service extends to Councillors and the Mayor for all matters associated with Town Council employment.
- 2.3 The HR Service offers telephone and email access as well as face to face practical support. The underpinning goal of the agreement is to provide HR support to managers and supervisors in supporting, developing and managing their employees to improve standards and achieve the strategic and operational goals of the Town Council.

### **3. INFORMATION**

3.1 The Human Resource Advice & Support Service has provided advice and guidance on a number of key areas in the period October 2018 to March 2019:

3.2 These areas include:

- Revisions to Employee Handbook
- Use of Contractors
- Sickness Absence Management
- Varying contracts of employment
- DBS queries
- Managing maternity leave
- Casual workers and Holiday Pay
- Implementation of Pay Award/Revised Salary Scales

### **4 BUDGET IMPLICATIONS**

4.1 None

### **5 OTHER CONSIDERATIONS**

5.1 Update on Occupational Health Usage

An Occupational Health Service is provided as part of the Service Level Agreement between LLTC and Luton Borough Council. This service gives the Council access to experienced and qualified Occupational Health Advisers. The Occupational Health Advisers offer a wide range of support to managers and employees, providing advice and guidance to ensure a healthy workforce and

compliance with the relevant employment legislation in particular with regard to disability, a protected characteristic under the Equality Act 2010. The service includes post offer health assessments, advice on all types of sickness absence and advice regarding reasonable adjustments.

Occupational Health Advisers have conducted meetings with Council employees subject to the formal stages of the Council's sickness absence procedure and provided managers with advice and guidance on recurrent and long term absences both verbally and by written report.

Occupational Health have conducted meetings at employee homes when a meeting at Council Offices is not possible and have obtained medical reports from GP's and Consultants where necessary.

Occupational Health Advisers are able to signpost Managers and employees to support services available through the NHS or local support and community groups

Their advice and guidance has been invaluable at Final Stage Sickness Hearings conducted by the Council.

The Occupational Health Advisers are contactable by telephone or email and any queries will be responded to within one working day.

## **6 CONCLUSION**

- 6.1 This is the second report under the terms of the new service level agreement. The next report will be presented at Personnel Sub Committee in October 2019.

**End.**