



Date: 21 March 2016
Title: HR Support Service Level Agreement quarterly report (Jan-March 2016).

Purpose of the Report: To summarise progress in accordance with the Human Resource Service delivered by Luton Borough Council. This is the final report under the existing Service Level Agreement.

Contact Officer: Sarah Sandiford, Corporate Governance Manager (interim)

Corporate Objective/s	LLTC Three Year Plan – Aim 1 (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).	
Implications:		
Financial	√	7.2
Human Resources		
Operational/Service delivery		
Risk/Health and Safety		

1. RECOMMENDATIONS:

1.1 To consider and note the report.

2. BACKGROUND

2.1 Leighton Linslade Town Council and Luton Borough Council entered into a two year agreement (1st April 2014 – 31st March 2016) for the provision of Human Resources Advice and Support by Luton Borough Council to Leighton Linslade Town Council. Under the terms of the Agreement a quarterly monitoring report, to commence in March 2015, would be presented summarising progress to date. This is the final report under the terms of the existing agreement.

2.2 The provision of the HR service has given managers within Leighton Linslade 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 unlimited 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. STATISTICS

- 3.1 There are no statistics for inclusion with this report

4. INFORMATION

- 4.1 The Human Resource Advice & Support Service has encompassed two key areas in this quarter:

- Advice and guidance on generalist employee issues
- Organisational Change - Implementation

- 4.2 Advice and guidance on generalist employee issues. In the quarter (Jan – March 2016), this has involved supporting managers in the following areas:

- Maternity Pay – Statutory and Occupational
- Temporary Contracts
- Recruitment
- Job evaluation
- Part time holiday entitlement
- Occupational Health Referral
- Phased return to work arrangements
- Data Protection Act
- Sickness Absence – advice and guidance
- Disciplinary Advice and guidance
- Garden leave
- Continuity of Employment

- 4.3 Organisational Change - Implementation

On the 25th January 2016 Full Council approved the implementation of two further new procedures:

- Prevention of Bullying & Harassment Procedure
- Employee Performance Procedure

- 4.4 The Human Resource Advisor provided contractual documentation to ensure that both procedures were issued to all staff in a timely manner

- 4.5 All town council employees voluntarily accepted the new procedures

5 BUDGET IMPLICATIONS

5.1 None

6 OTHER CONSIDERATIONS

6.1 None

7 CONCLUSION

7.1 This is the final report under the terms of the current service level agreement. All Human Resource activities detailed within the agreement have been delivered according to the agreed timescales.

7.2 Discussions and negotiations are now taking place in respect of the potential to renew the Service Level Agreement for a further term, as endorsed by the Policy and Finance Committee on 11 January 2016 (Minute Reference 077/PF: **RESOLVED to endorse extension of the Service Level Agreement with the existing Human Resources provider for a further twelve months, subject to satisfactory terms**).

End.