



Personnel Sub-Committee

Date: 11th October 2021

Title: Human Resource Service – Annual Report (Apr '21 – present)

Purpose of the Report: To summarise progress in accordance with the Human Resource Service delivered by Luton Borough Council. This is the first report under the new Service Level Agreement (01.04.21 – 31.03.24).

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| 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 | | |
| Human Resources | √ | |
| Operational/Service delivery | | |
| Risk/Health and Safety | | |

1. RECOMMENDATIONS:

1.1 To consider and note the report.

2. BACKGROUND

2.1 Luton Borough Council have been providing Human Resources support, advice and guidance to Leighton Linslade Town Council since 1st April 2014 when both parties entered into their first service level agreement.

This agreement has been renewed for a fourth time with Luton Borough Council continuing to provide this service up to 31st March 2024.

Under the terms of the Agreement an annual monitoring report is to be prepared for presentation to Personnel Sub Committee. This is the first report in accordance with the current 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.
- 2.4 Although face-to-face meetings have been impossible over the last eighteen months as a result of the Covid-19 pandemic, contact has been maintained through the use of Teams, email and telephone calls. It is anticipated that face-to-face meetings will once again commence in October 2021.

3. STATISTICS

- 3.1 There are no statistics for inclusion with this report

4. INFORMATION

- 4.1 Over the first six months of the new Service Leave Agreement (1st April 2021 – September 2021), the Human Resource Advice & Support Service has provided advice and guidance on a number of key areas including:
 - Flexible Working
 - Managing Capability
 - Recruitment
 - Job Evaluation
 - Investigating complaints
 - Rights of Part time workers
- 4.2 The majority of guidance over the last eighteen months has been concerned with the human resource impact and implications in managing staff through the Covid-19 pandemic.
- 4.3 A policy review of Council Human Resource policies and procedures is currently underway. This is an ongoing piece of work. Amendments or updates have been made to the following to ensure they are in line with relevant employment law and HR professional best practice:

- Sickness Absence Procedure
- Social Media Procedure

A new 'Equality in Employment' Procedure replaces the existing Disability Discrimination statement and Equal Opportunities Policy, both of which had become outdated in terminology and language used.

5 BUDGET IMPLICATIONS

5.1 None

6 OTHER CONSIDERATIONS

6.1 Occupational Health.

An Occupational Health Service is provided as part of the Service Level Agreement. This service offers 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.

Moving forward this is a service that employers are finding increasingly important given the number of employee related health issues that are arising as a result of the Covid-19 pandemic including long covid, anxiety and other mental health issues.

7 CONCLUSION

7.1 This is the first report under the terms of the new service level agreement. The next report will be provided in October 2022.

8. APPENDIX

8.1 None