

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**GENERAL PURPOSES COMMITTEE**

**24 June 2013**

**Report of the Director of Central Services**

**Part 1- Public**

**Matters for Recommendation to Council**

**1 HUMAN RESOURCES STRATEGY UPDATE**

**The Human Resources Strategy (HR Strategy) provides an overview of the Council's approach to managing its employees. It is updated annually to identify "improvement priorities", such as changes to the Council's personnel policies.**

**The updated HR Strategy attached as Annex 1 to this report advises the Committee on the progress in achieving the improvement priorities in the Human Resources Strategy (HR Strategy) for April 2012 – March 2013, and identifies actions to be implemented in the period April 2013 – March 2014.**

**The updated HR Strategy in Annex 1 also contains the statutory equality monitoring required by the Equality Act 2010.**

**1.1 Overview of achievements in 2012/13, the outcomes of equality monitoring for 2012/13, and an Improvement Action Plan for 2013/14.**

**1:1:1 Section 4 of the attached updated HR Strategy lists progress against the improvement priorities identified in 2012/13. The Committee will note that most of the identified actions were achieved. The Committee will also note that the consideration of a shared payroll system with Gravesham Borough Council and the facilitation of a "self service" route for staff regarding personnel and payroll administration have been carried forward into the Action Plan for 2013/14 (due to delays in Gravesham's implementation timetable for its new payroll system). The Committee is advised that it has not been possible to progress a shared Kent e-learning provider due to disparities between the requirements of the various councils involved in the feasibility study. The Committee is also advised that as there have not been significant changes to the structure of the Council's work force, it has not been considered necessary to undertake an equal pay audit.**

1:1:2 Section 5 of the HR Strategy reports the outcomes of the equality monitoring of staffing issues in 2012/13. No adverse differential impacts for any of the protected characteristic groupings identified in the Equality Act 2010 have been identified.

1:1:3 Section 6 of the HR Strategy advises the Committee of the improvement priorities that have been identified so far for 2013/14. This Section is referred to as The Workforce Development Plan (WDP) because periodically various external agencies, Government Departments etc request information about what they refer to as the WDP.

## **1.2 Legal Implications**

1.2.1 The reporting of the outcomes of the Council's monitoring of equalities monitoring in Section 5 is a statutory requirement according to the terms of the Equality Act 2010.

## **1.3 Financial and Value for Money Considerations**

1.3.1 All of the actions listed in Section 6 of the attached Annex will be resourced from existing budgets.

## **1.4 Risk Assessment**

1.4.1 The Workforce Development Plan in Section 6 of the HR Strategy complies with one of the recommended requirements for The Annual Governance Statement (part of the statement of accounts).

1.4.2 In response to a recommendation from the Council's Internal Audit team, approval is sought to update the reimbursement of subsistence expenses for those attending training and development activities as specified in the Training Expenses and Facilities Scheme in line with the annual rates notified to the Council by the South East Employers Organisation.

## **1.5 Equality Impact Assessment**

1.5.1 See the Screening for equality impacts at the bottom of this report.

## **1.6 Recommendations**

1.6.1 The Committee is commended to note the outcomes of the equality monitoring as reported in Section 5 of the HR Strategy and to recommend the actions listed in Section 6 to Council.

Background papers:

contact: Delia Gordon

Nil

Adrian Stanfield  
Director of Central Services

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The HR Strategy identifies actions that minimise the risk of causing adverse impact and discrimination.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	“
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*