

# JOINT HUMAN RESOURCES COMMITTEE (HBC) AGENDA

<b>Membership:</b> Councillor Branson (Chairman) Councillor Carter (Vice-Chairman)	
<b>Councillors (EHDC)</b> Glass, Evans, Noble, Saunders and Thomas	<b>Councillors (HBC)</b> Fairhurst, Lenaghan, Lloyd, Perry and Wade

**Meeting:** Joint Human Resources Committee  
**Date:** Monday 12 September 2016  
**Time:** 4.30 pm  
**Venue:** Newlease Room, Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

2 September 2016

Contact Officer: Mark Gregory (HBC)/James Harris (EHDC) 023 92446232/01730 234098  
Email: [jack.caine@havant.gov.uk](mailto:jack.caine@havant.gov.uk)/[James.harris@easthants.gov.uk](mailto:James.harris@easthants.gov.uk)

	Page
<b>1 Apologies for Absence</b>	
To receive apologies.	
<b>2 Chairman's Announcements</b>	
<b>3 Confirmation of Minutes</b>	<b>1 - 2</b>
To confirm the minutes of the meeting held on 9 February 2016.	
<b>4 Terms and Conditions Update</b>	
The committee will receive a verbal update on the terms and conditions project.	
<b>5 Pay Policy</b>	<b>3 - 18</b>
<b>6 Social Media Policy</b>	<b>19 - 36</b>

**7 Code of Conduct**

**37 - 50**

**8 Human Resources Panel**

The committee is asked to appoint one East Hampshire District Councillor from its membership to an EHDC Appeals Panel and one Havant Borough Councillor from its membership to a HBC Appeals Panel.

The Appeals Panels are used as appropriate to hear appeals against any officer who is appointed at Service Manager level or above for dismissal or stage two of the Grievance Procedure.

## **GENERAL INFORMATION**

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### **Public Attendance and Participation**

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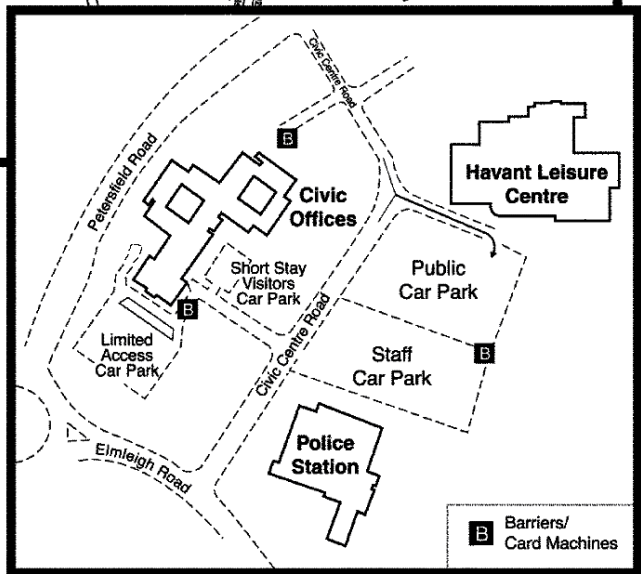
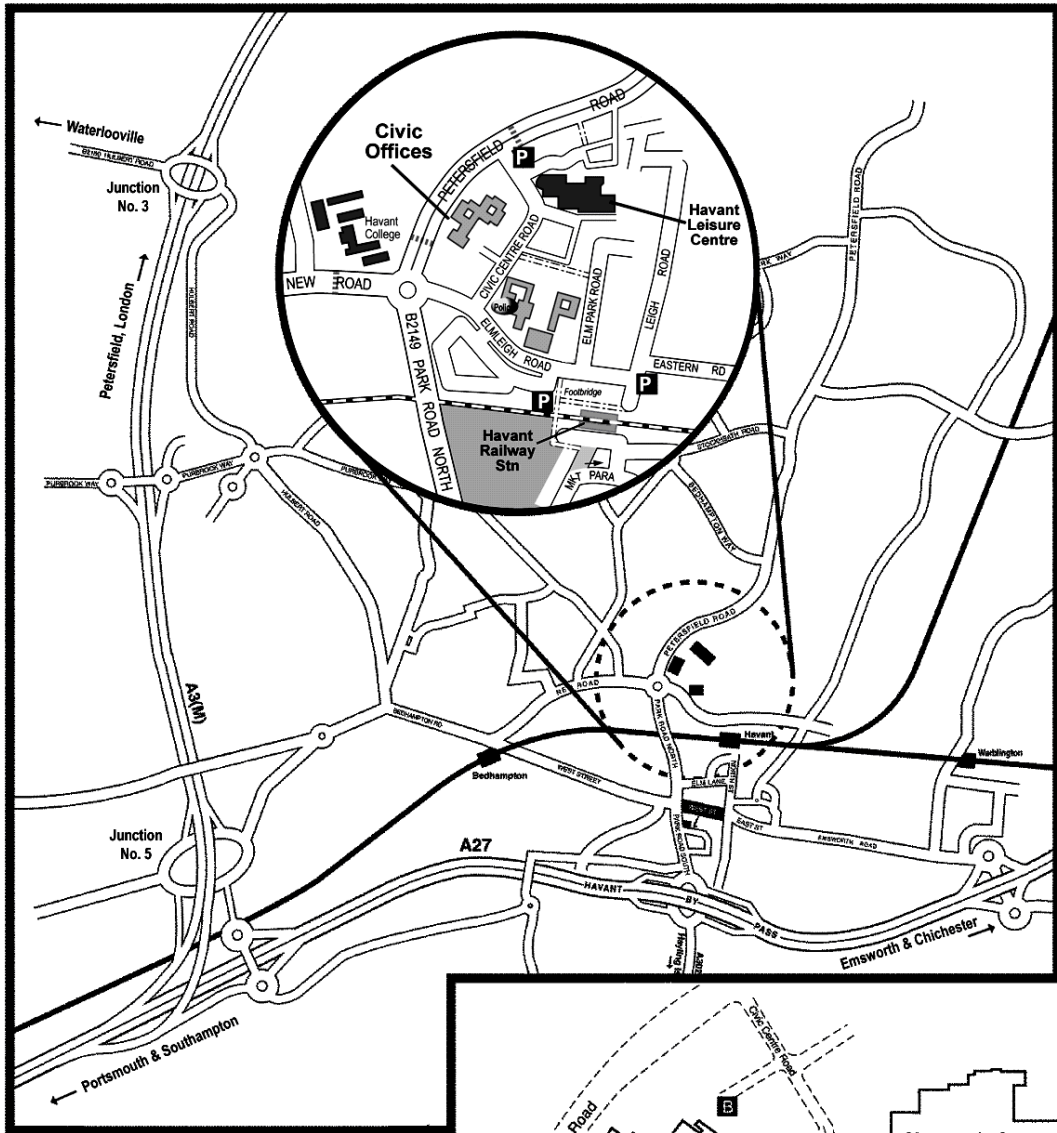
# PROTOCOL AT MEETINGS – RULES OF DEBATE

## Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

## Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



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## **EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL**

At a meeting of the Joint Human Resources Committee held on 9 February 2016

Present

Councillor: K Carter (Chairman)

Councillors: G Blackett (Vice-Chairman), P Buckley, T Hart and G Shimbart

### **19. Apologies for Absence**

Apologies were received from Councillors N Noble, J Onslow, D Patrick, C Satchwell, R Saunders and I Thomas.

### **20. Chairman's Announcements**

There were no Chairman's announcements.

### **21. Confirmation of Minutes**

The minutes of the meeting held on 21 October 2015 and the extraordinary meeting held on 5 January 2016 were agreed and signed as correct records.

### **22. Staff Survey Results 2015**

The committee considered a report on the 2015 staff survey results, following an introduction by Caroline Tickner, Service Manager (Human Resources).

The committee was pleased to note improvements at both councils, although aired concerns regarding results in the communication section and that the return rates had been lower than the previous survey in 2013. The reason for the lower return rate needed to be understood in order to ensure as high a completion rate as possible for future surveys. In response to a question, Mrs Tickner confirmed that consideration was being given to a 2016 survey, although surveys such as these would only usually be undertaken every other year.

The committee noted the different responses from each council and questioned whether this reflected the different corporate strategies of the councils. It would also be interested in the return rate and results for the Havant Borough Council survey following the introduction of the NORSE contract. Moving forward, Mrs Tickner explained that the two councils required different cultures in order to deliver their corporate strategies.

Social activities for officers were discussed, as it was felt that this softer, 'human' side of management was beneficial to wellbeing.

JOINT HUMAN RESOURCES COMMITTEE  
9 February 2016

Following the discussion, the committee NOTED the content of the report and RESOLVED that the Chief Executive be thanked for the good work illustrated by the staff survey results. However, there were still opportunities for improvement and the committee wanted to see results improve and the survey response rate increase to 90%, which it felt was achievable. In addition, the committee would like to see improvements to the 'human' side of management.

**The meeting commenced at 4.00 pm and concluded at 4.48 pm**

.....  
Chairman



NON EXEMPT

## EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

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JOINT HUMAN RESOURCES COMMITTEE

12 September 2016

### Pay Policy

Report by the Acting Head of Organisational Development

FOR DECISION

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#### 1.0 Purpose of Report

- 1.1 This report provides the Joint Human Resources Committee with an overview of the annual Pay Policy statement for East Hampshire District Council (EHDC) and Havant Borough Council (HBC).

#### 2.0 Recommendation

- 2.1 That Joint HR Committee recommend the Pay Policy Statements for approval by the Full Council of East Hampshire District Council and Havant Borough Council.

#### 3.0 Summary

- 3.1 The Councils are required to produce an annual public statement outlining the approach to remuneration and benefits in accordance with the Localism Act 2011. The annual publication of the Councils' Pay Policy Statements ensures compliance with the Act and assurance to the public of transparency in the Councils' approach to pay and remuneration generally.

#### 4.0 Subject of Report

- 4.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a pay policy statement for each financial year. The Act requires the pay policy statement to range over a number of aspects of remuneration policy.
- 4.2 The matters that must be included in the statutory pay policy statement are as follows:
1. a local authority's policy on the level and elements of remuneration for each chief officer;
  2. a local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
  3. a local authority's policy on the relationship between the remuneration of its chief officers and other officers;

## **NON EXEMPT**

4. a local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.
- 4.3 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases/enhancements of pension entitlements, and termination payments.
- 4.4 The Councils are required to publish Pay Policies in advance of each financial year. This practice has been adhered to since the introduction of the requirement of Pay Policies from 2012/13. In advance of the 2016/17 financial year beginning, the Councils were in formal consultation with UNISON and all staff members regarding terms and conditions of employment, including the introduction of performance related payments. For this reason the publication of the Statements was delayed, pending the outcome of consultation. Consultation has now been formally closed (without introduction of performance related payments) and the Statements are now ready for publication.

### **5.0 Implications**

#### **5.1 Resources:**

None identified.

#### **5.2 Legal:**

The Councils are required to remain compliant with the Localism Act 2011 in the publication of the Pay Policy Statements annually.

#### **5.3 Strategy:**

The publication of the Statements supports the Councils' approach to financial transparency.

#### **5.4 Risks:**

Non compliance with the Localism Act 2011.

#### **5.5 Communications:**

The Pay Policy Statements will need to be published on each Council's website following approval by Full Council of each Authority.

#### **5.6 For the Community:**

None to report.

#### **5.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following:**

Not required.

## **NON EXEMPT**

### **6.0 Consultation**

Consultation is not required with UNISON or other consultation groups as publication of a Pay Policy for a Local Authority is a statutory requirement.

#### **Appendices:**

**Appendix A – Pay Policy Statement 2016/17 – East Hampshire District Council**

**Appendix B – Pay Policy Statement 2016/17 – Havant Borough Council**

#### **Background Papers:**

None

#### **Agreed and signed off by:**

Head of Legal Services: 1 September 2016

Head of Finance: 1 September 2016

Relevant Head of Service: 1 September 2016 (Michelle Wakefield on behalf of Tim Slater)

**Contact Officer:** Michelle Wakefield  
**Job Title:** HR Business Partner  
**Telephone:** 023 92 446046  
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# NON EXEMPT

Appendix A – Pay Policy Statement 2016/17 – East Hampshire District Council

## East Hampshire District Council Pay Policy Statement Financial Year 2016-17

### 1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out East Hampshire District Council's policies relating to the pay of its workforce for the financial year 2016-17, in particular: -

- a) the remuneration of its Chief Officers
- b) the remuneration of its "lowest paid employees"
- c) the relationship between
  - the remuneration of its Chief Officers and
  - the remuneration of its employees who are not Chief Officers

This Policy Statement is an annual revision. It is available on the Council's website. The Council's website also includes separately published data on salary information relating to Chief Officers.

### 2. Definitions

For the purpose of this pay policy the following definitions will apply: -

**2.1 "Pay"** in addition to salary includes charges, fees, allowances, increases in/enhancements to pension entitlements, and termination payments.

**2.2 "Chief Officer"** refers to roles within East Hampshire District Council within the senior leadership team, which comprises Statutory and Non Statutory Chief Officer posts;

- Joint Chief Executive
- Executive Director
- Head of Service

Officers within this Chief Officer group will normally hold Statutory functions (Head of Paid Service, S151 Officer, Monitoring Officer) unless delegated by exception.

East Hampshire District Council has a partnership agreement with Havant Borough Council. Shared posts are covered by the Inter Authority Agreement.

**2.3 "Lowest paid employees"** refers to those staff employed within grade 1 of the Council's pay framework. There are no staff governed by National consultation groups.

The above definition for the "lowest paid employees" has been adopted because grade 1 is the lowest grade on the Council's pay framework.

## **NON EXEMPT**

**2.4 “Employee who is not a Chief Officer”** refers to all staff who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees” i.e. staff on grades 1.

### **3. Pay framework and remuneration levels**

#### **3.1 General approach**

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council’s business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise, including the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

#### **3.2 Responsibility for decisions on remuneration**

It is essential for good governance that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

Pay for the “lowest paid employees” and “all other employees who are not Chief Officers” is determined by negotiation between UNISON and the senior management team through an annual pay claim instigated by UNISON at a local level.

The East Hampshire District Council pay framework was agreed and implemented on 1 April 1991.

#### **3.3 Salary grades and grading framework**

Salary grades for staff who are not chief officers are determined in line with the HAY job evaluation scheme, with the grade for each role being determined by a consistent job evaluation process. This approach followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

As part of this requirement, East Hampshire District Council determined a local pay framework which consists of an overall number of 11 grades with grade 1 being the lowest and grade 11 the highest.

Each employee will be on one of the 11 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance in the annual performance appraisal process.

Pay awards are considered annually for staff in negotiation with the Trades Unions locally.

## **NON EXEMPT**

### **3.4 Reward Principles**

In order to fulfil the strategic priorities set out within the Corporate Strategy, the Council recognises that the approach to pay and reward needs to reflect modern employment practices and continuously keep abreast of the employment market. Reward linked directly to performance, enhanced employee benefits, market supplements and salaries based on benchmark data against similar professional roles in the public and private sector are considered as appropriate measures to attract and retain a skilled workforce.

## **4. Remuneration – level and element**

### **4.1 Salaries**

#### **4.1.1 “Chief Officers”**

Following formal consultation, it has been agreed with Chief Officers and UNISON that this group of Officers is paid outside of the Council’s pay framework and salary payment is based upon assessed performance in the role.

This group of employees is paid a spot salary within a pay band which has been determined by taking into account the relative size and challenge of the role, Account has also been taken of other relevant available information, including the salaries of Chief Officers in other similar sized organisations.

Progression through the pay band for Chief Officers is determined by individual performance at the discretion of the Chief Executive. Performance related pay for each Chief Officer is normally reviewed annually, with exceptions where there is a sound business reason. Additional data may be gathered to inform decision making on pay progression, to recognise the variety of roles and professions within this group and market sensitivities.

All pay awards for this group are noted by Joint HR Committee.

#### **4.1.2 Joint Chief Executive**

The Joint Chief Executive is the Council’s Head of Paid Service. The remuneration for the Joint Chief Executive is paid outside of the Council’s pay framework. The level of pay for this role is determined by the Leaders of both councils taking into account benchmarking.

The annual pay review for the Joint Chief Executive is considered by the Leaders of both councils. The annual pay review takes place annually each year from 1 April.

#### **4.2 “Lowest paid employees”**

Each “lowest paid employee” is paid within the salary range for grade 1.

### **4.3 Other pay elements**

“Chief Officers” are subject to the same performance management process as the “lowest paid employees” and “employees who are not Chief Officers”.

## **NON EXEMPT**

Targets are set and performance against those targets is assessed. Chief Officers do not receive any incremental or step progression as they are on a spot salary which is reviewed on an annual basis by the Joint Chief Executive.

Where an incremental pay award is made to a non Chief Officer, performance will be taken into account when determining whether this is appropriate.

### **4.4 Charges, fees or allowances**

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's collective agreement and subsequent amendments.

Any honorarium that is paid will be paid in accordance with East Hampshire District Council's arrangements for such additional payments. Further details can be provided on request.

Any travel expenses reasonably incurred by an employee in the course of their duties will be reimbursed upon production of appropriate receipts and must be authorised by their line manager before payment will be made. Further detail can be provided on request.

Any subsistence allowance that is paid will be in accordance with the Council's policy, details of which can be provided on request.

An allowance is paid to the Returning Officer for East Hampshire District Council in accordance with accepted national and regional scales and criteria.

Electoral duty payments are paid to all roles employed within the elections team at East Hampshire District Council. These are calculated in accordance with a formula approved annually by the Home Office and Electoral Claims Unit.

Further details on allowances and payments are available on request.

### **4.5 Performance related pay**

High levels of performance are expected of our employees. Performance and contribution during the course of the year is reviewed within the annual appraisal process.

This process provides for the setting of targets on an annual basis and review of the employees achievement against those targets.

Where a member of staff is employed within the salary and grading framework set out in 3.3, following assessment of the employee's achievement against targets the reviewing manager will recommend a rating for each employee and this will be subject to consistency checks and once finalised will be taken into account in determining any salary progression on an incremental basis within the salary range or no progression.

Achieved performance: This will normally result in the progression of one incremental step, but will not take the salary above the salary range maximum. This rating is

## **NON EXEMPT**

awarded to the majority of staff. If an employee is at top of the grade range there will be no further increase.

Improvement required: There is normally no step progression for anyone who does not meet the satisfactory levels of performance.

The staff recognition scheme offers a one off payment which may be awarded to staff as a reward for going above and beyond in their given role. A staff recognition panel awards payment.

Any salary changes following assessment under the Appraisal process will normally be effective from 1 April each year.

Performance related payments for the Chief Officer group are referred to in 4.1.1.

### **4.6 Other:**

- a) There is a formal provision for a payment to the Joint Chief Executive based on performance which is determined through the normal appraisal system conducted by the Leaders of both Councils.
- b) In addition there is a staff recognition scheme in place, under which a one-off payment may be awarded to a member of staff as a reward for going above and beyond in their role. A staff recognition panel awards payments.
- c) Staff members are entitled to access a range of voluntary benefits and discounts through a third party supplier.
- d) A single financial benefit is payable upon death of any member of staff. The benefit is paid to either widows, widowers, civil partners, cohabiting partners without a legal status or dependent children under the age of 19 who are still in full time education. The benefit is equivalent to the greater of; one twelfth of one year's salary, or £1500 after five years' service, or £2,000 after ten years' service or £2,500 after twenty years' service.

### **4.7 Benefits in kind**

Car Loans are available to members of staff who are classed as Essential Users. Loan balances that are over £10,000 are considered a 'benefit in kind' as the Council charges employees a standard interest rate of 1% above the Bank of England base rate which is below the current HMRC interest rate of 3.25%. Employees pay income tax on the difference between the two interest rate figures .

### **4.8 Pension**

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There are no increases or enhancement to pension entitlements.

### **4.9 Severance Payments**

On ceasing to be employed by East Hampshire District Council, individuals will only receive compensation:



## **NON EXEMPT**

- a) in circumstances that are relevant (e.g. redundancy)
- b) that is in accordance with our published policy statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- c) that complies with the specific term(s) of a compromise agreement

We are already required to publish our policy on discretionary payments on early termination of employment as well as publishing our policy on increasing an employee's total pension scheme membership and on awarding additional pension.

It is important the Council has flexibility to respond to unforeseen circumstances as regards re-employing former employees as a Chief Officer.

If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government Pension Scheme (with same or another local authority), then the decision to re-employ will be made on merit, taking into account the use of public money and the exigencies of the council. Decisions taken in respect of re-employment of former employees in receipt of a redundancy/severance package will be taken in line with legislation in force at that time.

### **4.10 New starters joining the Council**

Employees new to the Council and who are not chief officers will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Employees new to the council who are appointed to chief officer or posts outside of the salary and grading structure (see 3.3) will be paid a fixed salary for the post.

### **4.11 Apprenticeship Posts**

The Council employs apprentices through an approved Apprentice Framework. Apprentices receive the statutory minimum wage in effect for their age as an hourly rate. Apprentices are paid outside of the salary and grading framework.

## **5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers"**

The pay multiple based on the ratio between the highest paid employee and the mean average earnings across East Hampshire District Council is 1: 4.7.

## **6. Review**

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. East Hampshire District Council's annual statement

## **NON EXEMPT**

is normally scheduled for approval by Full Council in advance of 1 April each year, unless there are exceptional circumstances.

If it should be necessary to amend this statement during this financial year, an appropriate resolution will be made by Full Council.

# NON EXEMPT

Appendix B – Pay Policy Statement 2016/17 – Havant Borough Council

## Havant Borough Council Pay Policy Statement Financial Year 2016-17

### 1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out Havant Borough Council's policies relating to the pay of its workforce for the financial year 2016-17, in particular: -

- d) the remuneration of its Chief Officers
- e) the remuneration of its "lowest paid employees"
- f) the relationship between
  - the remuneration of its Chief Officers and
  - the remuneration of its employees who are not Chief Officers

This Policy Statement is an annual revision. It is available on the Council's website. The Council's website also includes separately published data on salary information relating to Chief Officers.

### 2. Definitions

For the purpose of this pay policy the following definitions will apply: -

**2.1 "Pay"** in addition to salary includes charges, fees, allowances, increases in/enhancements to pension entitlements, and termination payments.

**2.2 "Chief Officer"** refers to roles within Havant Borough Council within the senior leadership team, which comprises Statutory and Non Statutory Chief Officer posts;

- Joint Chief Executive
- Executive Director
- Head of Service

Officers within this Chief Officer group will normally hold Statutory functions (Head of Paid Service, S151 Officer, Monitoring Officer) unless delegated by exception.

Havant Borough Council has a partnership agreement with East Hampshire District Council. Shared posts are covered by the Inter Authority Agreement.

**2.3 "Lowest paid employees"** refers to those staff employed within grade A of the Council's pay framework. The above definition for the "lowest paid employees" has been adopted because grade A is the lowest grade on the Council's pay framework.

**2.4 "Employee who is not a Chief Officer"** refers to all staff who are not covered under the "Chief Officer" group above. This includes the "lowest paid employees" i.e. staff on grade A.

## **NON EXEMPT**

### **3. Pay framework and remuneration levels**

#### **3.1 General approach**

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise, including the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

#### **3.2 Responsibility for decisions on remuneration**

It is essential for good governance that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

Havant Borough Council's pay framework was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this Havant Borough Council determined a local pay framework reducing the overall number of grades to 12.

Pay awards are considered annually for staff. For those staff up to and including grade K the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.

#### **3.3 Salary grades and grading framework**

Salary grades for staff who are not chief officers are determined in line with the NJC job evaluation scheme, with the grade for each role being determined by a consistent job evaluation process.

There are 12 grades (A-K) in the pay framework, grade A being the lowest and grade K the highest. Each employee will be on one of the 12 grades based on the job evaluation of their role. Grade A consists of one spinal column point. Grades B – E consists of 4 incremental steps. Grades F – K consists of 5 incremental steps. Employees can progress to the salary range maximum of their grade subject to assessment of their performance in the appraisal performance process.

#### **3.4 Reward Principles**

In order to fulfil the strategic priorities set out within the Corporate Strategy, the Council recognises that the approach to pay and reward needs to reflect modern employment practices and continuously keep abreast of the employment market. Reward linked directly to performance, enhanced employee benefits, market supplements and salaries based on benchmark data against similar professional roles in the public and private sector are considered as appropriate measures to attract and retain a skilled workforce.

## **NON EXEMPT**

### **4. Remuneration – level and element**

#### **4.1 Salaries**

##### **4.1.1 “Chief Officers”**

Following formal consultation, it has been agreed with Chief Officers and UNISON that this group of Officers is paid outside of the Council’s pay framework and salary payment is based upon assessed performance in the role.

This group of employees is paid a spot salary within a pay band which has been determined by taking into account the relative size and challenge of the role, Account has also been taken of other relevant available information, including the salaries of Chief Officers in other similar sized organisations.

Progression through the pay band for Chief Officers is determined by individual performance at the discretion of the Chief Executive. Performance related pay for each Chief Officer is normally reviewed annually, with exceptions where there is a sound business reason. Additional data may be gathered to inform decision making on pay progression, to recognise the variety of roles and professions within this group and market sensitivities.

All pay awards for this group are noted by Joint HR Committee.

##### **4.1.2 Joint Chief Executive**

The Joint Chief Executive is the Council’s Head of Paid Service. The remuneration for the Joint Chief Executive is paid outside of the Council’s pay framework. The level of pay for this role is determined by the Leaders of both councils taking into account benchmarking.

The annual pay review for the Joint Chief Executive is considered by the Leaders of both councils. The annual pay review takes place annually each year from 1 April.

##### **4.2 “Lowest paid employees”**

Each “lowest paid employee” is paid within the salary range for grade A.

##### **4.3 Other pay elements**

“Chief Officers” are subject to the same performance management process as the “lowest paid employees” and “employees who are not Chief Officers”.

Targets are set and performance against those targets is assessed. Chief Officers do not receive any incremental or step progression as they are on a spot salary which is reviewed on an annual basis by the Joint Chief Executive.

Where an incremental pay award is made to a non Chief Officer, performance will be taken into account when determining whether this is appropriate.

## **NON EXEMPT**

### **4.4 Charges, fees or allowances**

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's collective agreement and subsequent amendments.

Any honorarium that is paid will be paid in accordance with Havant borough Council's arrangements for such additional payments. Further details can be provided on request.

Any travel expenses reasonably incurred by an employee in the course of their duties will be reimbursed upon production of appropriate receipts and must be authorised by their line manager before payment will be made. Further detail can be provided on request.

Any subsistence allowance that is paid will be in accordance with the Council's policy, details of which can be provided on request.

An allowance is paid to the Returning Officer for Havant Borough Council in accordance with accepted national and regional scales and criteria.

Electoral duty payments are paid to all roles employed within the elections team at Havant Borough Council. These are calculated in accordance with a formula approved annually by the Home Office and Electoral Claims Unit.

Further details on allowances and payments are available on request.

### **4.5 Performance related pay**

High levels of performance are expected of our employees. Performance and contribution during the course of the year is reviewed within the annual appraisal process.

This process provides for the setting of targets on an annual basis and review of the employees achievement against those targets.

Where a member of staff is employed within the salary and grading framework set out in 3.3, following assessment of the employee's achievement against targets the reviewing manager will recommend a rating for each employee and this will be subject to consistency checks and once finalised will be taken into account in determining any salary progression on an incremental basis within the salary range or no progression.

**Achieved performance:** This will normally result in the progression of one incremental step, but will not take the salary above the salary range maximum. This rating is awarded to the majority of staff. If an employee is at top of the grade range there will be no further increase.

**Improvement required:** There is normally no step progression for anyone who does not meet the satisfactory levels of performance.

The staff recognition scheme offers a one off payment which may be awarded to staff as a reward for going above and beyond in their given role. A staff recognition panel awards payment.

## **NON EXEMPT**

Any salary changes following assessment under the Appraisal process will normally be effective from 1 April each year.

Performance related payments for the Chief Officer group are referred to in 4.1.1.

### **4.6 Other:**

- e) There is a formal provision for a payment to the Joint Chief Executive based on performance which is determined through the normal appraisal system conducted by the Leaders of both Councils.
- f) In addition there is a staff recognition scheme in place, under which a one-off payment may be awarded to a member of staff as a reward for going above and beyond in their role. A staff recognition panel awards payments.
- g) Staff members are entitled to access a range of voluntary benefits and discounts through a third party supplier.
- h) A single financial benefit is payable upon death of any member of staff. The benefit is paid to either widows, widowers, civil partners, cohabiting partners without a legal status or dependent children under the age of 19 who are still in full time education. The benefit is equivalent to the greater of; one twelfth of one year's salary, or £1500 after five years' service, or £2,000 after ten years' service or £2,500 after twenty years' service.

### **4.7 Benefits in kind**

Car Loans are available to members of staff who are classed as Essential Users. Loan balances that are over £10,000 are considered a 'benefit in kind' as the Council charges employees a standard interest rate of 1% above the Bank of England base rate which is below the current HMRC interest rate of 3.25%. Employees pay income tax on the difference between the two interest rate figures .

### **4.8 Pension**

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There are no increases or enhancement to pension entitlements.

### **4.9 Severance Payments**

On ceasing to be employed by Havant Borough Council, individuals will only receive compensation:

- a) in circumstances that are relevant (e.g. redundancy)
- b) that is in accordance with our published policy statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- c) that complies with the specific term(s) of a compromise agreement

We are already required to publish our policy on discretionary payments on early termination of employment as well as publishing our policy on increasing an employee's total pension scheme membership and on awarding additional pension.

## **NON EXEMPT**

It is important the Council has flexibility to respond to unforeseen circumstances as regards re-employing former employees as a Chief Officer.

If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government Pension Scheme (with same or another local authority), then the decision to re-employ will be made on merit, taking into account the use of public money and the exigencies of the council. Decisions taken in respect of re-employment of former employees in receipt of a redundancy/severance package will be taken in line with legislation in force at that time.

### **4.10 New starters joining the Council**

Employees new to the Council and who are not chief officers will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Employees new to the council who are appointed to chief officer or posts outside of the salary and grading structure (see 3.3) will be paid a fixed salary for the post.

### **4.11 Apprenticeship Posts**

The Council employs apprentices through an approved Apprentice Framework. Apprentices receive the statutory minimum wage in effect for their age as an hourly rate. Apprentices are paid outside of the salary and grading framework.

## **5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers"**

The pay multiple based on the ratio between the highest paid employee and the mean average earnings across Havant Borough Council is 1: 4.8.

## **6. Review**

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Havant Borough Council's annual statement is normally scheduled for approval by Full Council in advance of 1 April each year, unless there are exceptional circumstances.

If it should be necessary to amend this statement during this financial year, an appropriate resolution will be made by Full Council.



NON EXEMPT

## EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

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JOINT HUMAN RESOURCES COMMITTEE

12 September 2016

### SOCIAL MEDIA POLICY

Report by the Head of Organisational  
Development

FOR DECISION

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#### 1.0 Purpose of Report

- 1.1 This report provides the Joint Human Resources Committee with an overview of the Social Media Policy which has been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC).

The original policy went into detail explaining social media, roles and responsibilities, and how to set up an account. This is a new policy with greater emphasis on ensuring good practice and sets out the Council's expectations of employees to ensure the reputation of the Council is protected.

This policy will certify that there is an agreed approach to the use of Social Media and employees are provided the correct guidelines and support to maximise the appropriate use of Social Media to promote the Councils work.

#### 2.0 Recommendation

- 2.1 That the draft Social Media Policy be approved and adopted for implementation across both East Hampshire District Council and Havant Borough Council.

#### 3.0 Summary

- 3.1 This Social media Policy sets out the standards of expectations of Council's employees both for business use and personal use where it could impact on the Council and the performance of employees. The purpose is to provide guidelines for staff on good practice to maintain and promote public confidence in the integrity of the Council

## **NON EXEMPT**

3.2 The policy has been generated following a recommendation from a formal investigation to pull together a social media policy that references the use of social media in the workplace for all employees. Whilst we recognise the right of a private life it has become increasing imperative that the Council takes a proactive stance to continue to protect the reputation of the Council and equip employees to have a greater understanding on best practice.

3.3 In generating this policy we have reviewed a number of public sector policies available on the internet (Winchester City Council, Hampshire County Council, in addition to the previous Social Media Policy August 2015).

### **4.0 Subject of Report**

4.1 This policy sets out personal responsibilities, identifies good practice and makes clear what unacceptable usage is. It provides guidance to employees on how to report an employee if they suspect that they have misused social media and offers guidance for managers on what to do in these circumstances.

4.2 This policy applies to all employees. The new areas that have been included are deemed necessary as they are important standards and expectations that are not formally set out anywhere else within the council's procedures.

4.3 The policy recognises the business benefits of utilising social media and provides guidance in Appendix A) for employees where it is either part of their job role, or who can demonstrate a benefit to the Council. (Please note that any new sites must be ratified by the Web Contents Manager).

4.4 This policy closely aligns to the following policies:

- IT Internet Usage
- IT Policy
- Code of Conduct
- Disciplinary Procedure

### **5.0 Implications**

#### **5.1 Resources:**

No direct financial implications.

#### **5.2 Legal:**

No direct legal implications

#### **5.3 Strategy:**

The new Social Media Policy has been developed to ensure it is fit for purpose. It has been reviewed by the Head of Research & Marketing, the Digital Content Manager and IT to take into account the strategic direction of each Council and the requirement for the integrity of the Council to be maintained.

#### **5.4 Risks:**

None to report.

## **NON EXEMPT**

### **5.5 Communications:**

The policy will need to be communicated to staff following consultation with UNISON. We do not anticipate any significant issues with regards to this policy.

### **5.6 For the Community:**

None to report.

### **5.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following:**

### **6.0 Consultation**

#### **Appendices:**

#### **Appendix A – Social Media Policy**

#### **Background Papers:**

None

#### **Agreed and signed off by:**

Head of Legal Services: Abe Ezekiel 15/06/2016

Head of Finance: Stuart McGregor 14/06/2016

Relevant Head of Service: Jeremy Webb 15/06/2016

**Contact Officer:** Karen Kelly  
**Job Title:** HR Advisor  
**Telephone:** 01730 234104  
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## **Social Media Policy Draft for use across EHDC and HBC**

### **Section 1 - Purpose**

- 1.1 The Council recognises that the use of online social networking sites (e.g. Facebook, Twitter, Instagram etc) has become a significant part of everyday social life for many people. It is important that all employees use social networking sites safely and responsibly in order to protect themselves and the reputation of the Council.
- 1.2 The policy sets out the Councils' expectations of employees when using social networking sites and good practice recommendations to avoid misuse or risk to the Council.
- 1.3 Whilst at work, employees' access to the internet is provided primarily for business use. The Council recognises that many employees use the internet for personal purposes in their own time to participate in social networking on websites such as Facebook, Twitter, Instagram etc.
- 1.4 The Council wants to encourage better IT skills among staff and with this in mind staff are able to access the internet and sites such as social media to advance their IT skills providing it does not impact on workloads and performance. But before accessing internet sites and/ or downloading staff must make sure they are aware of and follow the IT policy. Breaches of the policy may lead to disciplinary action.
- 1.5 Appendix A & B in this document provided a set of guidelines for staff who need to use social media as part of their role within the council and details of using social network sites to deliver services in a professional way, in addition to the application form to assist employees setting up sites.

### **Section 2 - Policy**

- 2.1 This Policy should be read in conjunction with the IT Acceptable Use Policy. In specific cases of cyberbullying, reference must be made to the Council's Code of Conduct.
- 2.1 Where it is believed that an employee has failed to comply with the policies and guidance related to IT Acceptable Use and Social Networking, the Council's Disciplinary Procedure will apply. If the employee is found to have breached any policy they may be subject to disciplinary action, up to and including dismissal.

### **Section 3 - Personal conduct**

- 3.1 The Council respects an employee's right to a private life. However, this must be balanced with the confidentiality of Council business and ensuring its reputation is protected.

- 3.2 Employees should be aware that there is a clear distinction of acceptable use where they have identified themselves as an employee of the Council. If an employee adds any information to a social networking profile that identifies them as an employee of the Council or there is reference made to the Council during activity on social networking sites, they must ensure that any such activity does not breach the Council's Code of Conduct Policy.
- 3.3 If an employee has identified themselves knowingly or unknowingly as an employee of the Council, it is expected that whilst partaking in social networking they:
- do not conduct themselves in a way that may be detrimental to the reputation of the Council and;
  - take care not to allow their interaction on social networking sites to damage working relationships between members of staff and clients/service users of the Council.
  - Adhere to the additional Social Media Guidance if they use social media as part of their Council duties.

#### **Section 4 - Dos & don'ts**

- 4.1 The following are examples of good and bad practice in relation to online social networking and employees are requested to adhere to these guidelines whilst using such sites **in their own time or for business purposes** (this list is not exhaustive):
- 4.2. Dos
- Consider everything that you post as 'public', even in private online discussions.
  - Keep personal and professional social networking as separate as possible (even though Facebook requires all pages, including personal and business pages, to be linked to a personal account).
  - Consider how you present yourself on online social networking sites.
  - Consider the appropriateness of your profile picture. This is displayed even when your information is set to private.
  - Consider who you accept as a friend on social networking sites. They will have access to your profile and personal details about you.
  - Consider whether the contents of your 'wall' or 'public' information would be more appropriate in a private message.
  - Familiarise yourself with the privacy settings so that you can restrict access to information that you consider to be personal.
  - Be Considerate to colleagues that are friends before tagging them in any photos. They may be unhappy to be shown taking part in a particular activity.

If an employee has identified themselves as an employee of the Council, they must:

- Adhere to the code of conduct in relation to political neutrality which includes any actions showing political bias..
- Where relevant, adhere to the [politically restricted posts](#) guidelines.
- Make your line manager or an appropriate person aware if you have concerns about information that you have seen on a social networking site.
- Adhere to the additional Social Media Guidance if using social media as part of their Council duties.

#### 4.3 Don'ts

- Discuss work online, especially do not conduct online conversations involving customers, managers or colleagues.
- Accept friend requests from, or build or pursue relationships with suppliers or customers that could cause a conflict of interest with the Council. Put work related information on 'wall' posts for example: names, email addresses, postal addresses or phone numbers unless this has been approved by your line manager as part of your agreed work duties.
- Put sensitive or confidential work related information on social networking sites, especially if it identifies customers, managers, colleagues or the Council.
- Release confidential or unauthorised information relating to Council business, particularly in relation to policy or consultation.
- Post anything that the Council may deem to offend, insult or humiliate others, particularly on the basis of gender, disability, age, ethnic or national origin, marital status, religion or belief, sexual orientation, trade union activity or responsibility for dependents.
- Post anything that the Council may deem to be seen as threatening, intimidating or abusive to colleagues, managers, service users or clients. Such posts or messages may be viewed as cyberbullying, which will be managed using the Council's Code of Conduct and Disciplinary Procedure.
- Impersonate any other person or use another persons account without their consent. This could be viewed as an invasion of privacy.
- Upload any information that may bring the reputation of the Council into disrepute.
- Use social networking sites for political purposes or specific work related campaigning purposes where you have identified yourself as a Council employee
- Use the Council's logo or any other branding material on personal messages or anywhere else on an online social networking site, unless this is necessary as part of your job and has had prior agreement from your line manager.
- Use social networking sites as a tool for discussing Council business unless this has been officially endorsed.

## **Section 5 - Expectations of employees**

- 5.1 There is an expectation that all employees will report issues related to abuse, misuse or misconduct that they have seen on a social networking site to their line manager as soon as possible. This may include, but is not limited to;
- comments from employees who are posting information on social networking sites whilst off sick, the content of which may indicate that the absence is not genuine.
  - comments about a colleague, manager, service user or client which the Council deems to be unacceptable.
  - any information that may be detrimental to the Council.
- 5.2 Employees who report such incidents will be expected to cooperate with any potential investigation including providing evidence, providing a witness statement and potentially attending a disciplinary hearing.

## **Section 6 - Inappropriate behaviour**

- 6.1 Employees may not fully consider the ramifications of posting something on a social networking site, for example who may have access to it and the difficulties of removing it. Employees must exercise a common sense approach when using social networking sites. Anything that is written on a social networking site is essentially in the public domain, even if privacy settings have been applied or material is posted on a closed profile or group.
- 6.2 The Council considers that acceptable online conduct should not differ from that which is considered acceptable offline conduct. For example, pictures that would not be regarded as acceptable for sharing in a face to face workplace setting would therefore not be acceptable when placed in an online setting.
- 6.3 Any inappropriate behaviour, such as that detailed within this policy, that is brought to the line manager's attention will need to be investigated and managed in accordance with Council's Disciplinary Procedure.

## **Section 7 – Related policy**

- IT Internet Usage
- IT Policy
- Code of Conduct
- Disciplinary Procedure

## **Section 8 – Policy review**

The HR team will review the policy in consultation with the relevant representative bodies.



## Appendix A)

### Guidance for using Social Media to Deliver Services

#### Section 1 – Introduction

- 1 This document provides guidance intended to help employees use social networking sites to deliver services in a responsible and managed environment, maintaining the council's corporate messages and safeguarding reputation and perceptions. This should be read in addition to the main Social Media Policy Document – promoting safe and responsible use.
- 1.2 Existing guidance and responsibilities that must be adhered to in relation to this guidance:
  - IT guidance on social networking – promoting safe and responsible use.  
The corporate guidance on [acceptable use of email, internet and intranet](#) must be applied equally to social media and online engagement.
  - The Council's [Code of Conduct](#), in which political neutrality is a key element, strictly applies.
- 1.3 Users must also be aware of the legislative framework of Data Protection, including ensuring they have obtained relevant permissions for use of audio, video or photographic images on the web.

As with other forms of communication, the legal framework of Libel, Defamation and Copyright also apply. Never comment on anything related to legal matters or on-going litigation or anything that is clearly private and confidential.

#### Section 2 -Creating a social media account for Council services

- 2 The applicant must first complete the social media agreement form (Appendix 2) and submit this to the Digital Content Manager and/or the Web Content Officer.
- 2.1 The Digital Content Manager and/or the Web Content Officer will review and discuss the service requirements with the applicant. If there the social media account is approved, then a named editorial owner for the page will need to be agreed (person responsible for the maintenance of the page).

- 2.2 If all requirements are met and agreed by the applicant and the Digital Content Manager and/or the Web Content Officer, the agreement will be approved. If the agreement is not approved the Digital Content Manager and/or the Web Content Officer, will advise on alternative ways to promote your campaign with input from the wider Communications Team where necessary.
- 2.3 All social media accounts must be registered with the Corporate Web Team and the Social Media Agreement must be signed by all relevant parties before the creation of any professional social media account. Any account created before an approved Social Media Agreement is in place will be classed as breaching this Agreement and the Social Media Policy and will have to be deleted.

### **Section 3 -Social media account identity**

- 3.1 It should be clear to users whether the site they are interacting with is a Council account run by the Council for Council purposes.
- 3.2 Employees should avoid creating or endorsing "hybrid" sites which contain elements of both and which are likely to cause confusion, editorial problems and brand damage. For example, an employee's personal profile should not have Council URL or contain Council branding.

### **Section 4- Use of the Council logo**

- 4.1 Authorisation must be obtained to use the Council's logo or agreed marketing brand for the service on a third party site. Remember that the Council logo is intended to give the impression that this is a genuine, authorised, presence so the nature of that presence should have a positive impact on the council brand.
- 4.2 Any logos should, where possible, contain links back to the relevant Council page. If this cannot be done technically, the link should be as close as possible to the logo.
- 4.3 Employees who have a query about the correct use of the Council's logo, should contact the Web Content or Communications Manager.

### **Section 5 -Link back to the Council website**

- 5.1 The success of utilising social media relies on the Council engaging with users on the sites they visit and in the conversations they are having.
- 5.2 This is partly so that users who may consume little or no Council content or services can discover for themselves more of what we have to offer. We must always link back to the Council to encourage them to consume more content on our own website.

## **Section 6 - Level of engagement**

- 6.1 During the application phase, employees will need to decide with the Digital Content Manager and/or the Web Content Officer regarding what level of engagement they want, what resources they will need to achieve it and over what period of time (as outlined in the Social Media Agreement). For example:

Will users be able to upload still, audio or video contributions?  
Will users be able to add their own text comments?

If so,

How do you plan to engage with the community?  
How do you plan to protect the Council brand?  
Will you need to consider some additional moderation?  
Do you have the necessary resources to do the job properly?

## **Section 7 - Tone of voice**

- 7.1 Accuracy – any conversation that the Council has online will be widely accessible, shared or republished elsewhere and could be permanently available, so take time and consider the activity carefully. What is said must be factual, fair and accurate and must not be your personal opinion.
- 7.2 Honesty – be honest and say who you are and who you represent. What you say must be truthful and not misleading. Activity should be relevant to your position and staff should only use social media in a way that is appropriate to their role.
- 7.3 Respect – as an ambassador for the Council your comments must be respectful and relevant; they must not be offensive or cause any embarrassment to the Council and must uphold the Council's reputation.

## **Section 8 - Responding to hostile content**

- 8.1 The general public using social media are not obliged to follow the same codes of conduct governing traditional media. There will be situations where employees will need to consider whether to respond, don't rush in but don't ignore negative comments. Take time to carefully consider the response and make sure the necessary approvals are in place.
- 8.2 Generally, if the comment or article is accurate and positive employees may wish to acknowledge and thank them for their comments.
- 8.3 If it is negative take a look at their other comments to see if the attack on the Council is a typical one, does it look like a rant or a satirical comment. If so, avoid responding but monitor their activity.

- 8.4 If someone is making a complaint about the Council or its services, do take into account the site's profile or importance and seek advice from the Digital Content Manager and/or the Web Content Office. Employees who are confident they can respond, should provide a good customer service response, and do so promptly, referring them to the relevant service contact or our website. Where further action / intervention may be required employees should raise this with their manager and in turn with the relevant team to enable an appropriate response
- 8.5 If it is clear that the author has misunderstood or their facts are wrong, do respond courteously with factual information but don't pick fights or get into an argument. If there are any doubts, please speak with the Digital Content Manager and/or the Web Content Officer.

### **Section 9 - Presumption against taking over responsibility on third party sites**

- 9.1 The responsibility for measures of protection and intervention lies first with the social networking site itself. Officers should never set out to duplicate measures of protection and intervention which the social networking site already takes e.g. against illegal or harmful and offensive content, whether by using its own staff or by working with the community to alert them to breaches of the site's terms and conditions. In practice, different social networking sites offer different models of intervention in different areas.
- 9.2 There are some circumstances where the Council will need to plan and implement an additional "light touch" intervention, for example to remove comments which are likely to cause extreme offence.

### **Section 10 - Legal and rights issues**

- 10.1 Before uploading Council material or inviting users to upload their user generated content to a page on a social networking site, ensure you are aware of, and comfortable with, the site's own terms and conditions. This is because by uploading content, it is likely that we are agreeing to be bound by its terms.
- 10.2 Employees need to make sure they have the necessary rights to any content that is put on third party sites - not only to ensure prevention of a breach in our agreements with rights holders but also because we are likely to be liable to the site itself if we post 'un-cleared' material.

### **Section 11 - Endorsing external content**

- 11.1 When forwarding, 'liking' or "retweeting" a selection of a person's entries/posts or "tweets" it is unlikely to be a problem if "retweeting" a colleague's or partner organisations "tweet".
- 11.2 Views expressed about politics or a matter of controversial public policy should not be endorsed or in any way commented on.

- 11.3 Caution must be taken when "retweeting" or forwarding other third party content. Consider the risk to the Council by doing this as it may appear to be an endorsement of the original author's point of view.
- 11.4 It is not enough to write on your Social Media account that "retweeting" or forwarding content does not signify endorsement. Instead employees should consider adding additional comments to the "tweet", making it clear why it is being forwarded.

## **Section 12 - Advertising**

- 12.1 Users generally appear to accept that advertisements on areas of Council branded social networking pages which are not under our editorial control (e.g. banner ads) are not our responsibility and are not connected with Council content.
- 12.2 Keep an eye on the full range of advertisements which appear on Council branded pages. Alert your communications officer if inappropriate advertisements appear on the same pages.

## **Section 13 - Site closure**

- 13.1 It is important to have a clear plan from the start of how long the association between the Council and the site/profile/page will last. The presence may be tactical and handing over the space to the community may be desirable or it may be sensible to announce closure to its users and then shut the space down. It is incumbent on the person responsible for the presence to maintain the site or to arrange an exit.
- 13.2 Above all, we should not leave the site Council branded but neglected, carrying the risk to the brand without exercising any editorial control.
- 13.3 Speak with the Digital Content Manager and/or the Web Content Officer before shutting down an account as they will be able to advise on best practice.

**Appendix B) –**

**Social Media Start Up (SMSU) form**

Before referring this request to the web team for approval, you must have first completed the template below, or go directly to the electronic version to complete the application form

<http://intranet/forms/corporate-social-media-account-application-form>

We can help you to do this, if you feel that you need help. Just call us on 01730 234024.

**Please provide a brief summary of the project/campaign for which you intend to use social media:**

We are launching a campaign to:

With aims to achieve:

The key objectives using a social media account for this project/campaign are:

**Tell us about your audience.**

**Who are they? Which sites/tools/channels do they prefer?**

Our intended audience is:

We wish to set up an account using (please circle):

Facebook

Twitter

Instagram

Other (please specify)

This account will benefit our intended audience because:

**Does your project/campaign sufficiently warrant the creation of additional site/tool that might otherwise be promoted via existing central channels (e.g. the corporate website)?**

Please state your case...

[Empty dashed box]

**Please indicate how you intend to measure the relative success of the project/campaign.**

This should equate with the realisation of your objectives.

We intend to measure (eg. 'Likes', followers, audience reach):

Because:

**Have you identified suitably skilled individuals to act as the moderators for the given channel(s)?** Yes / No

You will need to have the resources to update the account **regularly**. The best pages are updated with useful, relevant and timely information and create an ongoing conversation. You will need to have one designated member of staff who can update and check the account at least once a day.

Give their name and contact details here:

**Moderator 1** ..... **Extension No** .....

**Moderator 2** ..... **Extension No** .....



Who will fill in if they are sick/ on holiday? .....

**Note: has the above person read through the social media policy document (link) and understood it and are they prepared to abide by it? Yes / No**

**Have you reviewed the council central sites/tools, as well as those provided by other services, to ensure there is no duplication? Yes / No**

**By setting up a social media account for the council you agree to the terms and conditions there within, in particular the section on moderator responsibilities. Yes / No**

Sign here:.....

Deputy sign here:.....

### **Support**

You will need your line manager's support to have the account(s), because they will have to support you spending time each day updating it.

You will also need to make one of the web team an administrator for your page, or give them log-in details, in case urgent action is required.

### **Line manager approval:**

I am satisfied that the resources described above can be released to ensure that this social media campaign can be properly supported by my team.

Line manager signature:.....

Date:.....

NON EXEMPT

## EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

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JOINT HUMAN RESOURCES COMMITTEE

12 September 2016

**Code of Conduct**  
Report by the HR Advisor

**FOR DECISION**

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### **1.0 Purpose of Report**

- 1.1 This report provides Joint HR Committee (JHR) with an overview of the proposed revised Code of Conduct policy which has been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC).

This policy will ensure that there is an agreed approach to the Code of Conduct which has been revised to ensure the policy is current and fit for purpose.

### **2.0 Recommendation**

- 2.1 For JHR to approve the attached policy for use across both Councils. JHR Committee Terms of Reference require new policy aims in respect of staffing matters to be approved. This policy has been approved by the Executive Board and Unison.

### **3.0 Introduction**

- 3.1 This Code of Conduct sets out the standards of conduct expected by the Councils' employees. The purpose is to provide guidelines for staff to maintain and promote public confidence in the integrity of the Councils. It is the expectation of the Councils and clients of the Councils that the highest standards of conduct are adhered to. It takes into account the requirements of the law and also what is regarded as good practice.
- 3.2 The current Code of Conduct for both Councils is outdated and in need of review. This exercise has been carried out and the proposed Code of Conduct for use across both authorities is attached. It is important to note that the Code of Conduct forms part of the constitution for each Authority

## **4.0 Subject of the report**

- 4.1 Officers of the Councils have reviewed the current Code of Conduct from their respective professional areas to combine and create a comprehensive new policy. This revised Code of Conduct incorporates best practice and also includes some new elements that are considered necessary to bring the code up to date in the current working environment.
- 4.2 The policy stays true to the constitution of each Council, but it is now updated and written in a user friendly manner. The additions are listed below:
- Unacceptable Behaviour
  - Additional Employment
  - Standards of Appearance and Dress
- 4.3 The rationale for including unacceptable behaviour is as a direct result of a number of disciplinary investigations instigated where some employees' lack of professionalism have caused offence to others. The existing separate policies of each Council are limited in terms of being able to link a disciplinary investigation, and therefore an outcome, to current Codes of Conduct.
- 4.4 Additional Employment has been included partly due to the Working Time Regulations but also to ensure that mechanisms are in place to protect the Councils' reputation. This is covered under section 16 of the policy, Below is some of the criteria that staff will have to satisfy in order to carry out additional employment.
- The employment will not adversely affect employee's duties under their contract of employment.
  - There is no conflict of interest between employers or roles.
  - The reputation of the Council is protected. Discussing council matters is to be avoided. In serious cases, discussing matters in this way could become a disciplinary issue.
  - The arrangement complies with the requirements of the Working Time Directive. Employees do not work more than 48 hours a week on average - normally averaged over 17 weeks, unless the employee has signed an opt out form which has been approved by their manager. Please note that the Council does not encourage working above 48 hours per week.
- 4.5 Standards of Appearance and Dress has been added as the Councils are organisations that have contact with the general public and requires recognition of the Councils' brand to be recognised as professional. The appearance of staff plays a large part in perception of the brand of an organisation
- 4.6 Whilst there has been work on all sections within the code, the areas that have been extended have been strengthened from each Council's Code of Conduct.
- 4.7 This policy applies to all employees of each Council. The new areas that have been included are deemed necessary as they are important standards and expectations that are not formally set out anywhere else within the Councils' procedures.

- 4.8 The current Code of Conduct is issued to all employees of both Councils upon commencement of employment with their contract and is available to existing employees on the Councils' intranet (Skoop).
- 4.9 The e-learning course which covers this area of employment for Officers will be updated in line with this new Code of Conduct once it has been approved.

## **5.0 Implications**

### Financial

- 5.1 No direct financial implications.

### Legal

- 5.2 None identified.

### Strategy

- 5.3 The new Code of Conduct has been developed to ensure it is fit for purpose. This has taken into account the strategic direction of each Council and the requirement for the integrity of the Councils to be maintained.

### Customer access

- 5.4 None to report.

### Risks

- 5.5 None to report.

### Communications/Public Relations

- 5.6 The policy will need to be communicated to staff. It is not anticipated that there will be any significant issues with regards to this policy. The updated Code of Conduct will be communicated to staff via team talk. Staff will be asked to review the policy and take any necessary actions. The mandatory elearning course will also be updated to include any new items contained within the policy.

The Code of Conduct forms part of the constitution of each Council. As such, each constitution will need to be updated once the revisions have been approved.

### East Hampshire/Havant

- 5.7 This policy applies equally across both Councils.

## **6.0 Links to other projects**

6.1 The development and implementation of this policy supports the rolling programme of HR policy development for the Councils..

## **7.0 Conclusions**

7.1 The implementation of this policy is necessary in order for the Councils to have up to date staffing procedures which are fit for purpose.

## **8.0 Recommendations**

8.1 For JHR to approve the attached draft policy to enable implementation and communication to staff.

Agreed and signed off by:

Head of Legal Services: Abe Ezekiel

Head of OD: Michelle Wakefield in the absence on Tim Slater

Head of Finance: Stuart McGregor

Contact Officer: Angela Sturgess  
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# Code of Conduct

## Introduction

This Code of Conduct sets out the standards of conduct expected by the Council's employees. The purpose is to provide guidelines for staff to maintain and promote public confidence in the integrity of the Council. It is the expectation of the Council and clients' of the Council that the highest standards of conduct are adhered to. It takes into account the requirements of the law and also what is regarded as good practice.

Reference to this Code should be made in all contracts of employment and copies should be given to all staff. Investigations of alleged breaches of this Code will be dealt with under the Council's disciplinary procedures.

## Code of Conduct

As a Council employee, I will observe the following principles:

- make the safety of staff and the public my first concern and act to protect them from risk;
- respect the public, customers, Council staff and partners in other agencies;
- be honest and act with integrity;
- accept responsibility for my own work and support proper performance of my team and the wider Council;
- show my commitment to working as a team member by working with all my colleagues in the Council and the wider community;
- take responsibility for my own learning and development.
- protect the reputation of the Council.

*This means I will:*

### Be accountable

- 2.1 Employees are accountable, and owe a duty, to the whole Council. They must act in accordance with the principles set out in the code and recognise their duty to discharge public functions in accordance to the law.
- 2.2 Employees must perform his/her duties with integrity, honesty, impartiality and objectively. Their role is to the serve the Council in:
- Providing advice;
  - Implementing its policies; and
  - Delivering services to the local community.

### Have a duty of trust

- 2.3 An employee must at all times act in accordance with the trust the public is entitled to place in him/her.

# Code of Conduct

The public is entitled to expect the highest standards of conduct from all employees of the Council in performing their duties. They must act with integrity, honesty, impartiality and objectivity. Their role is to serve the Council in providing advice; implementing its policies and delivering services to the local community. In delivering services, employees' are expected to uphold the Council's values.

## 2.3.1 **Stewardship** - Employees must ensure that public funds which they control are used in a responsible and lawful manner.

An employee must:

- a) use any public funds entrusted to or handled by him/her in a responsible and lawful manner; and
- (b) not make personal use of property or facilities of the authority unless properly authorised to do so. This includes use of discounts or personal purchasing and supply through the Council's ordering facilities.

## **Respect relations with councillors, the public and other employees**

Mutual respect between employees and Councillors is essential to good local government, and working relationships must be kept on a professional basis. Employees should deal with the public, Councillors, and other employees/workers sympathetically, efficiently and without bias.

## 3.1 **Unacceptable behaviour**

All employees/workers of the council are required to behave in a professional manner whilst at work representing the council. The following are examples of behaviour that is not acceptable within the workplace;

- Actions which are unwanted, unwelcomed or unreciprocated which undermines that person's dignity/feelings at work are unacceptable. This includes any behaviour which might unreasonably threaten a person's job security, promotion prospects or create an intimidating working environment for an employee or volunteer.
- Any behaviour towards an employee, worker or volunteer from another person at work including a client/customer, councillor or contractor which has overtones the recipient finds offensive.
- Any verbal or written comments about any officer in front of other employees which could be reasonably considered as being disrespectful.
- Actions, jokes, or suggestions which might create a stressful working environment as regarded by that individual including the production, distribution, display or communication and discussion of material (such as books, posters, magazines, newspaper articles, photographs, videos, computer generated imagery etc.) which may give rise to offence. This also includes the inappropriate use of social media for work related incidents.
- Any actions which do not comply with the council's equality policy.



# Code of Conduct

## Register any personal Interests related to my work

- 4.1 An employee must comply with any requirements of the authority:
  - (a) to register or declare interests; and
  - (b) to declare hospitality, benefits or gifts received as a consequence of his/her employment.
- 4.2 Several clauses of the code refer to interests or personal interests. Whilst the Council recognises that employees have lives outside their employment, for the purposes of this code - an interest is any matter in their lives that may influence Council decision-making.

## Be open and honest

- 5.1 Employees should normally be prepared to disclose information about the Council's business and must not prevent anyone from having access to information to which they are entitled by law.
- 5.2 Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, the information should not be released to anyone other than a Councillor, Council employee, or other person who is entitled to receive it, or needs to have access to it, for the proper discharge of their functions.
- 5.3 Nothing in this Code overrides existing statutory or common law obligations to keep certain information confidential, or to divulge certain information. (An example of this is the tension between the Freedom of Information Act and the rights of individuals under the Data Protection Act). Employees are expected to be open and helpful to those seeking information held by the Council. Advice is available from the Governance and Information Manager.

## Not accept gifts

- 6.1 Can employees ever accept a gift at work? Small gifts may be accepted, for example a small item of confectionary, where the reason for or purpose of the gift is fully transparent and acceptable in a public sector environment. Gifts accepted must not have a value of more than £20.00. Gifts and their value should be recorded with the Democratic Team for the Solicitor to the Council as soon as possible after receiving the gift. Again, the important issue is to protect your own reputation, and the reputation of the Council.
- 6.2 It is understood that where a gift is offered it may be difficult to refuse without causing embarrassment to the giver. However, gifts over the value of £20.00 must not be accepted under any circumstance. In any event, such an offer should be recorded with the Democratic Team for the Solicitor to the Council.
- 6.3 If an employee were to accept gifts from a person tendering for work, for example, then it could easily be perceived as a bribe.

# Code of Conduct

- 6.4 Gifts of money should never be accepted, or gifts which have a monetary value, such as vouchers.

## Register any hospitality received

- 7.1 Can employees receive hospitality/attend functions in their official capacity?

Many employees are invited to a variety of functions in an official capacity. This is fine where the employee is representing the authority or is providing information at the engagement as a "voice" of the Council, for example a conference, exhibition, professional networking event or other professional themed event. Employees must always act appropriately where the Council has sent them on the Council's behalf, or where the employee's own professional body invites them.

- 7.2 Where employees are invited to a function or offered hospitality as a result of their employment with the Council but are not required to attend or represent the Council in their official capacity by the host, such offers must be refused and the invitation recorded with the Democratic Team for the Solicitor to the Council. For example, where an employee is invited to a hospitality function by a potential provider of services or products to the Council, or where a contract tendering or re-tendering process is taking place.

- 7.3 In any circumstances, an offer of hospitality or attendance at a function must be recorded with the Democratic Team for the Solicitor to the Council as soon as possible after receiving the invite.

## Register and declare conflicts of interests

- 8.1 While employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. Employees must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. Employees must not accept benefits from a third party unless properly authorised to do so by the Council.

- 8.2 Specifically, employees must comply with any rules made by the Council on:
- a) the registration and declaration of financial and non-financial interests; and
  - b) the declaration of benefits (including hospitality or gifts) offered to or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting, or seeking to benefit, from a relationship with the Council.

- 8.3 What would be classed as corruption? This is legally defined as receiving or giving any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in your official capacity. This is a

# Code of Conduct

very broad definition and since corruption could lead to a criminal offence being committed it is vital that all officers at the Council ensure they perform their duties in a demonstrably fair and proper way. As always, advice is available from Legal Services if you are unsure about what might be classed as corruption.

## **Declare personal interest in decisions being made**

- 9.1 There are many ways in which factors can have such an influence. One example would be where an employee makes a decision and the external factors are, or could be, an effect on our decision. So if a planning officer were to make a decision on a house which is owned by a relative (for example) then the decision could easily be one which could be perceived to give preferential treatment to their relative. This will mean that in the interests of openness, the application should be dealt with by the Committee rather than by the officer under delegated powers.
- 9.2 The important issue here is that for the Planning Officer to make the decision may conflict with or react detrimentally to the way in which the Council makes rational decisions for the benefit of the area as a whole. A second and equally important issue is that the public should have confidence that the Council carries out those decisions in a fair way. Employees should also note that the professional reputation of the employee concerned is also protected by the Council's stance on these issues.

## **Remain politically neutral in my work**

- 10.1 Employees must not allow their own personal or political opinions to interfere with their work. Those employees who are in politically restricted roles (by reason of the post they hold, the nature of the work they do, or the salary they are paid), must comply with any statutory restrictions on their political activities.

## **Ensure I remain compliant with equality and diversity**

- 11.1 Employees must comply with the Council's policies relating to equality and diversity issues, in addition to the requirements of the law.

Respect for Others, an employee must:

- (a) treat others with respect;
- (b) not discriminate unlawfully against any person; and
- (c) treat members and co-opted members of the Council professionally.

# Code of Conduct

## Report misconduct

- 12.1 An employee must not treat another employee of the authority less favourably than other employees by reason that that other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure the authority has for reporting misconduct.

## Make staff appointment decisions based on merit

- 13.1 Employees involved in the recruitment and appointment of staff must ensure that appointments are made on the basis of merit. To avoid any possible accusation of bias, employees must not be involved in any appointment for any employee, or prospective employee, to whom they are related, or a friend.

### 13.2 Other Conditions

An employee must not be involved in any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee who is related or a friend.

### 13.3 Definition

(a) "relative" means a spouse, partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and

(b) "partner" in sub-paragraph (a) above means a member of a couple who live together.

## Report (“Whistle blow”) any concerns about council matters

- 14.1 Employees, who become aware of activities which they believe to be illegal, improper, unethical, or otherwise inconsistent with this Code, should report the matter in accordance with the Council's "Whistleblowing Policy".
- 14.2 There is a Whistleblowing policy which is available to all employees and can be found on the intranet or obtained from the Monitoring Officer.

## Comply with investigations by a Monitoring Officer

- 15.1 Employees must comply with any requirements of the Monitoring Officer in connection with investigations made under regulations S.66 of the Local Government Act 2000.

## Seek approval for any additional employment

- 16.1 The Council recognises that employees may engage in additional employment, or self-employment in addition to their primary post. However

# Code of Conduct

the Council must be satisfied that there are no conflicts of interest and the additional work does not have an adverse effect on ability to carry out duties.

- 16.2 All employees wishing to undertake Additional Employment (with the exception of canvassing and election duties directly in support of the councils own democratic processes) must seek written approval from their Line Manager/ Head of Service. Employees must not commence additional employment until approval has been granted.

Employees who wish to undertake unpaid voluntary duties which may require time off from Council employment, must inform their Line Manager/ Head of Service. Unpaid voluntary work is excluded from the working time regulations.

Additional Employment covers:

- An additional post with the organisation
- Paid employment with another employer
- Voluntary work including public office duties e.g. Local Councillor
- Self-employment.
- Bank / Locum / Agency Work outside the Council
- Bank / Locum Work or an additional post within the Council.

Reservist Occupations (Reservists can be obliged to inform their employer, which should result in a discussion and agreement about what this means for the reservist and the employer's ability to deliver its service).

- 16.3 The Council will allow employees to either continue in their additional employment, or undertake additional employment, providing it is satisfied that:

- It will not adversely affect employee's duties under their contract of employment.
- There is no conflict of interest between employers or roles.
- The reputation of the Council is protected. Discussing council matters is to be avoided. In serious cases, discussing matters in this way could become a disciplinary issue.
- The arrangement complies with the requirements of the Working Time Directive. Employees do not work more than 48 hours a week on average - normally averaged over 17 weeks, unless the employee has signed an opt out form which has been approved by their manager. Please note that the Council does not encourage working above 48 hours.

The Council does not have to accept an opt out if its considered view is that agreement would adversely affect the individual's ability to fulfil their duties. Where managers have concerns regarding impact on performance or conflict of interest HR Advice should be sought.

- 16.4 Managers should forward any approval to the HR Team for retention on the individual's personal file. In the event the request is deemed against the interests of the Council the manager will confirm this decision in writing

# Code of Conduct

outlining the reasons for refusal. A copy of this letter will be sent to the HR Team for retention on the individual's personal file.

- 16.5 Employees should refrain from their additional employment whilst on sick leave from the Council. This includes any work during "Council working hours", e.g. weekends and evenings unless a GP Fit for Work Certificate states otherwise.
- 16.6 There may be circumstances where it is necessary for the Council to retract its permission for a member of staff to undertake additional employment.

Examples of these are outlined below.

- Poor attendance / time keeping
  - Employees subject to capability / performance where it is considered additional work has contributed to poor performance.
  - Rise of a conflict of interest due to changed circumstances
- 16.7 Managers are expected to regularly review employee's well-being and performance and may retract approval should the additional employment have an adverse effect on general performance or circumstances change which could lead to a conflict of interest.
- 16.8 Employees are expected to update their managers on any changes that could impact on the Council's reputation or their ability to work.
- 16.9 Failure to comply with this procedure may result in action being taken in accordance with the Council's Disciplinary Policy.

## **Comply with an acceptable standard of appearance at work**

- 17.1 The Council does not impose a particular style of dress with the exception of where protective clothing and uniforms are required.

The Council recognises that it employs workers from a wide range of backgrounds, cultures, ages and tastes, who wish to exercise choice in the way they dress. The Council accepts that adjustments may sometimes be necessary due to health, cultural or religious considerations.

- 17.2 The standards set out below are applicable to all employees at all times:
- A high standard of cleanliness and personal hygiene.
  - A standard of business dress which promotes the professionalism of the organisation.
  - Council name tags worn visibly where appropriate.
  - Only uniforms or protective clothing issued by the Council may be worn for those in particular positions. No substitutes are to be made. Any alterations for religious or health reasons must be agreed with the line manager and must be compatible with the colour and style of the uniform

# Code of Conduct

as well as offer the same level of protection.

- It is the duty of each worker to keep all items of their own uniform and protective clothing clean, pressed, in good repair and to wear it in this condition when at work.
- The uniform/protective clothing must not be worn outside work hours (except when travelling directly to and from work).
- Managers are responsible for ensuring that replacement of uniform/protective clothing is made available when given reasonable notice.

## Breaching the code

- 18.1 Alleged breaches of the Code of Conduct will be promptly considered and fairly and reasonably investigated. Individuals must be held to account for their own performance, responsibilities and conduct where the Council form a reasonable and genuinely held judgement that the allegations have foundation.
- 18.2 Investigators should consider whether there are wider system failures and organisational issues that have contributed to the problems.
- 18.3 If Senior Officers eg: Director level or statutory roles are to be investigated, the Council will appoint a suitable independent investigator who could be employed outside of the council.
- 18.4 This code of conduct will form part of all contracts of employment including Chief Executives and Directors and new appointments.

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