

# 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:** Tuesday 21 March 2017  
**Time:** 4.00 pm  
**Venue:** Hollybank Room, Public Service Plaza, Civic Centre Road, Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

13 March 2017

Contact Officer: Jack Caine (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)

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## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### **Internet**

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### **Public Attendance and Participation**

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### **Disabled Access**

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### **Emergency Procedure**

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PLEASE EVACUATE THE BUILDING IMMEDIATELY.

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

### **No Smoking Policy**

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### **Parking**

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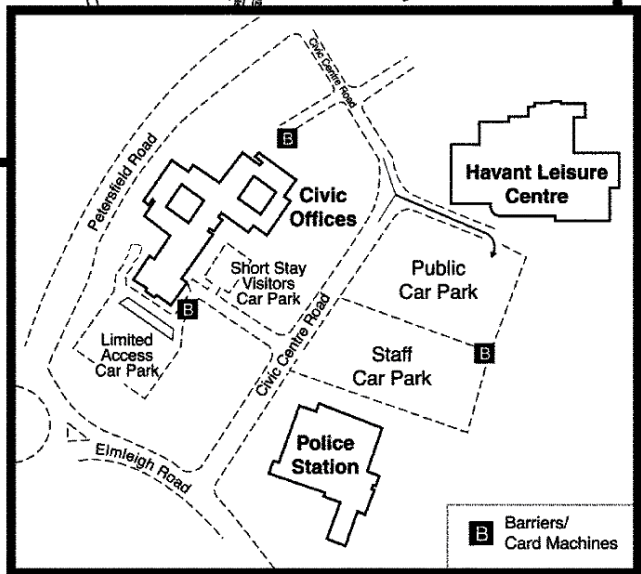
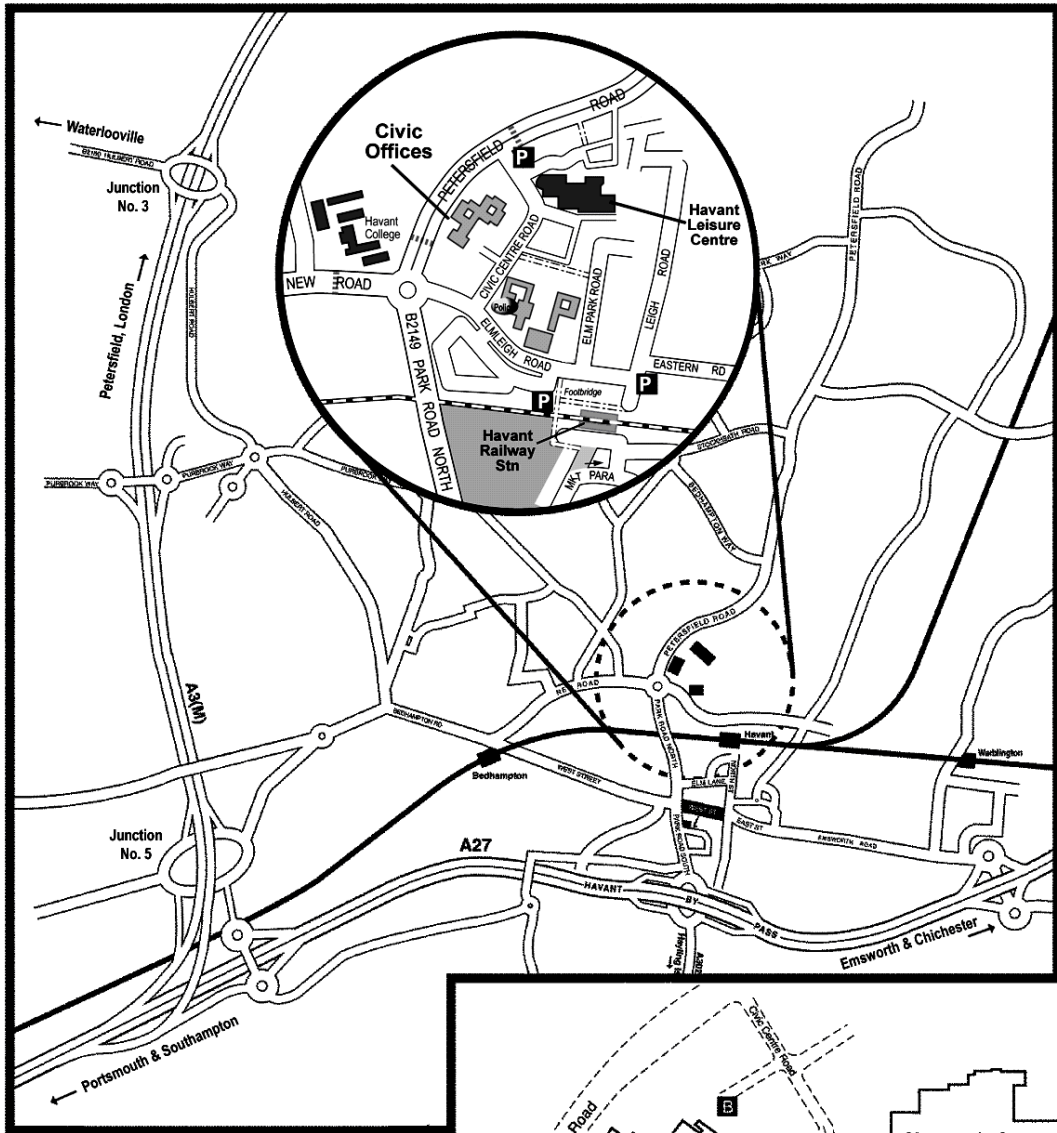
# PROTOCOL AT MEETINGS – RULES OF DEBATE

## 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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