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Havant
BOROUGH COUNCIL

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JOINT HUMAN RESOURCES COMMITTEE (EHDC) AGENDA

Membership:	Chairman and Vice Chairman to be appointed at this meeting	
Councillors (EHDC)	To be appointed at Annual Council	Councillors (HBC) To be appointed at Annual Council

Meeting: Joint Human Resources Committee
Date: Tuesday 14 May 2013
Time: 5.00 pm
Venue: Wey Room - East Hampshire District Council

The business to be transacted is set out below:

Jo Barden-Hernandez
Service Manager – Legal & Democratic Services

3 May 2013

Contact Officer: Penny Milne 023 92446234
Email: penny.milne@havant.gov.uk

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PART 1 (Items open for public attendance)

1. Appointment of Chairman

To appoint a Chairman for the Joint Human Resources Committee for the 2013/14 municipal year.

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for the Joint Human Resources Committee for the 2013/14 municipal year.

3. Apologies for Absence

To receive and record any apologies for absence from members present

4. Minutes

1 - 4

To confirm the minutes of the Joint Human Resources Committee held on 5 February 2013.

5. Matters Arising

To consider any matters arising from the minutes of the last meeting.

6. Declarations of Interests

To receive and record any declarations of interests from members present in respect of any of the various matters on the agenda for this meeting.

7. Chairman's Report

8. Appointment of Human Resources Panels

5 - 6

PART 2 (Confidential items - closed to the public)

None

GENERAL INFORMATION

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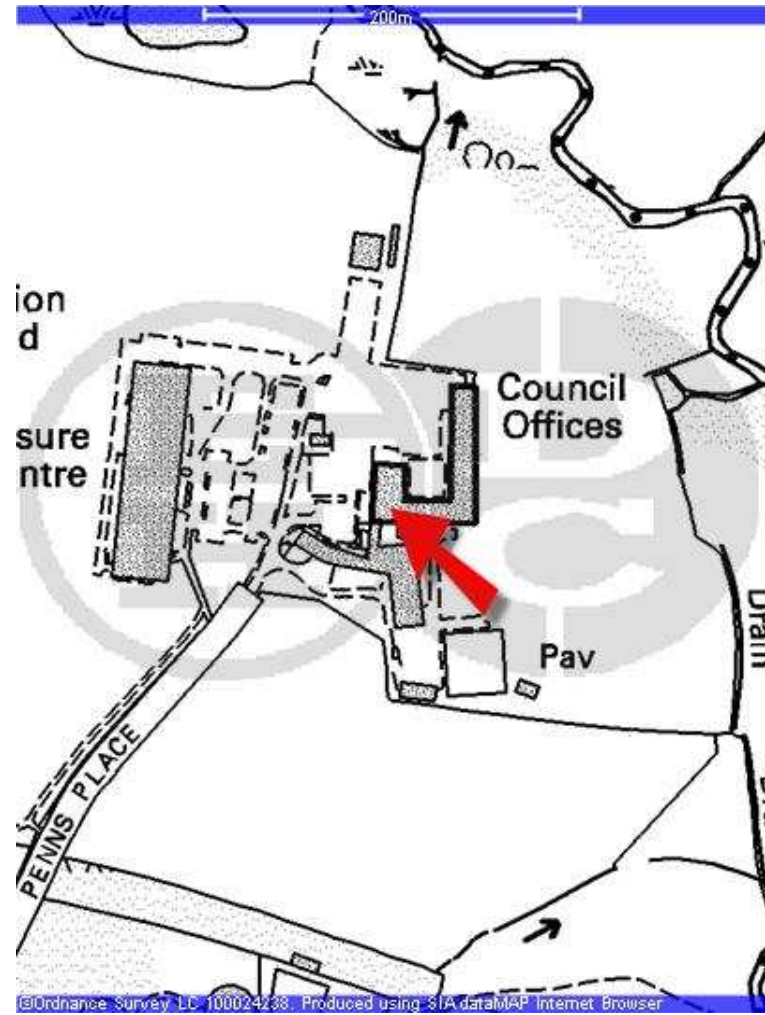
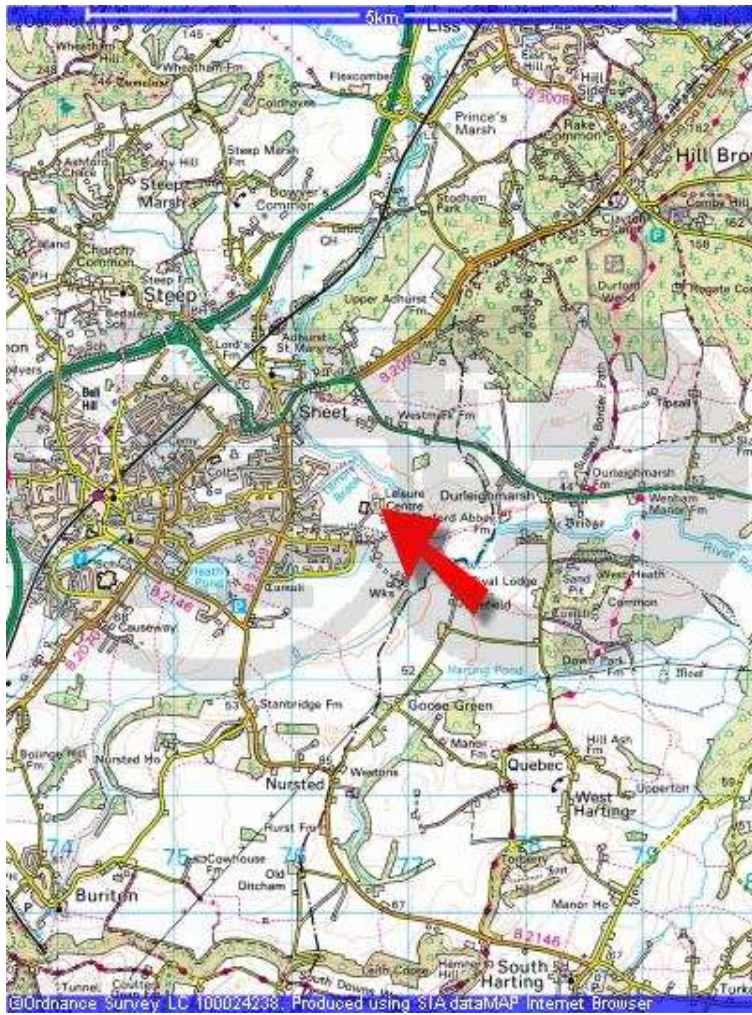
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HAVANT BOROUGH COUNCIL AND EAST HAMPSHIRE DISTRICT COUNCIL

At a meeting of the Joint Human Resources Committee held on 5 February 2013.

Present:

Councillor Marjorie Smallcorn (in the Chair)

Councillors Ken Carter, Maurice Johnson MBE, Angela Glass, Bill Moulard, Judy Onslow and Chris Wherrell (EHDC)

Councillors: Gwen Blackett, Cyril Hilton and John Hunt(HBC)

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Terry Hart and Jenny Wride.

14 MINUTES

RESOLVED that the minutes of the meeting of the Joint Human Resources Committee meeting held on 9 October 2012 be approved as a correct record.

15 MATTERS ARISING

There were no matters arising from the minutes of the last meeting.

16 DECLARATIONS OF INTEREST

There were no declarations of interest from any of the members present.

17 CHAIRMAN'S REPORT

The Chairman reported that she had met with the Executive Director and had been given an assurance that the Committee would be given an opportunity to comment upon proposed appointments to posts of Executive Director and Executive Head, in accordance with the Committee's terms of reference.

18 HUMAN RESOURCES PANEL (HBC)

RESOLVED that the minutes of the meeting of the Human Resources Panel (HBC) held on 14 January 2013 be approved as a correct record.

19 HEALTH AND WELLBEING STRATEGY

The Committee received a report setting out an overview of the draft Health and Wellbeing Strategy that had been produced to support staff health and wellbeing across East Hampshire District Council (EHDC) and Havant Borough Council (HBC) . The Strategy would provide a framework for managing current and future wellbeing initiatives.

RESOLVED that

- (1) the report be noted: and
- (2) the draft Health and Wellbeing Strategy be approved and adopted for use across both EHDC and HBC, subject to concluding consultation with UNISON and the inclusion of additional responsibilities for line managers and employees to ensure that staff are encouraged to take proper lunch breaks and to avoid non-prescription drugs.

20 SECONDMENT POLICY

The Committee received a report providing an overview of the proposed Secondment Policy that had been drafted for use across both EHDC and HBC. The Policy would ensure that there was an agreed approach to managing secondments. It would also ensure consistency in the application and treatment of staff who are seconded to internal or external secondment appointments

RESOLVED that

- (1) the report be noted; and
- (2) the draft Secondment Policy be approved and adopted for use across both EHDC and HBC subject to concluding consultation with UNISON and an amendment to Secondment Principle 2(e) so as to read “that there are no employees who are at risk who should be given prior consideration where appropriate.”

21 PAY POLICY STATEMENT

The Committee received a report providing an overview of Section 38(1) of the Localism Act requiring local authorities to produce a Pay Policy Statement for 2013/14 and for each financial year thereafter.

A separate Pay Policy Statement had been prepared for each Council and was circulated for review by the Committee.

- (A) RECOMMENDED to EHDC Full Council that the draft Pay Policy Statement set out in Appendix A to the report be approved and adopted prior to 31 March 2013 to enable publication in line with the requirements of the Localism Act; and
- (B) RECOMMENDED to HBC Full Council that the draft Pay Policy Statement set out in Appendix B to the report be approved and adopted prior to 31 March 2013 to enable publication in line with the requirements of the Localism Act.

The meeting commenced at 5.00pm and concluded at 5.44 pm

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NON EXEMPT

HAVANT BOROUGH COUNCIL/EAST HAMPSHIRE DISTRICT COUNCIL

Joint Human Resources Committee

14 May 2013

HUMAN RESOURCES PANELS

Report of the Democratic Services Officer

FOR DECISION YES

Marketing and Development Portfolio (HBC): To be confirmed at Annual Council

Business Development Portfolio(EHDC): To be confirmed at Annual Council

Key Decision: N/A

1.0 Purpose of Report

1.1 To appoint two local Human Resources Panels in accordance with the Committee's terms of reference.

2.0 Recommendation

RECOMMENDED

2.1 that the Committee appoints three of its members representing East Hampshire District Council and three of its members representing Havant Borough Council to sit on two local Human Resources Panels to:

- (a) agree to the retirement of all employees in the interests of efficiency;
- (b) agree whether or not, and if so, to what extent to, augment pensionable service when an employee will be leaving the Council's employment;
- (c) agree other payments in relation to termination of employment when required and any severance package exceeding £100,000;
- (d) appoint Panels as appropriate to hear appeals against dismissal from the Council's employment and appeals at stage two of the Grievance Procedure.

3.0 Summary

3.1 With regard to pension matters, appeals and dismissals the terms of reference of the Joint Human Resources Committee provide for two local Human Resources Panels, one each serving Havant and East Hampshire, consisting solely of Havant and East Hampshire respectively, to:

- (a) agree to the retirement of all employees in the interests of efficiency;
- (b) agree whether or not, and if so, to what extent to, augment pensionable service when an employee will be leaving the Council's employment;
- (c) agree other payments in relation to termination of employment when required and any severance package exceeding £100,000;
- (d) appoint Panels as appropriate to hear appeals against dismissal from the Council's employment and appeals at stage two of the Grievance Procedure.

4.0 Implications

4.1 Resources:

None arising directly from this report.

4.2 Legal:

None arising directly from this report.

4.3 Strategy:

None arising directly from this report.

4.4 Risks:

None arising directly from this report.

4.5 Communications:

None arising directly from this report.

4.6 For the Community:

None arising directly from this report.

4.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following:

None arising directly from this report.

5.0 Consultation

Not applicable

Appendices:

None

Background Papers:

Nil

Agreed and signed off by:

Service Manager, Legal and Democratic: 26 April 2013

Executive Head of Governance & Logistics: 26 April 2013

Executive Head for Marketing and Development: 26 April 2013

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