

# 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**

**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**

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

### **Public Attendance and Participation**

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

### **Disabled Access**

The Public Service Plaza has full access and facilities for the disabled.

### **Emergency Procedure**

Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

PLEASE EVACUATE THE BUILDING IMMEDIATELY.

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

### **No Smoking Policy**

The Public Service Plaza operates a strict No Smoking policy in all of its offices, corridors, meeting rooms and toilets.

### **Parking**

Pay and display car parking is available in the Leisure Centre car park opposite the Plaza.

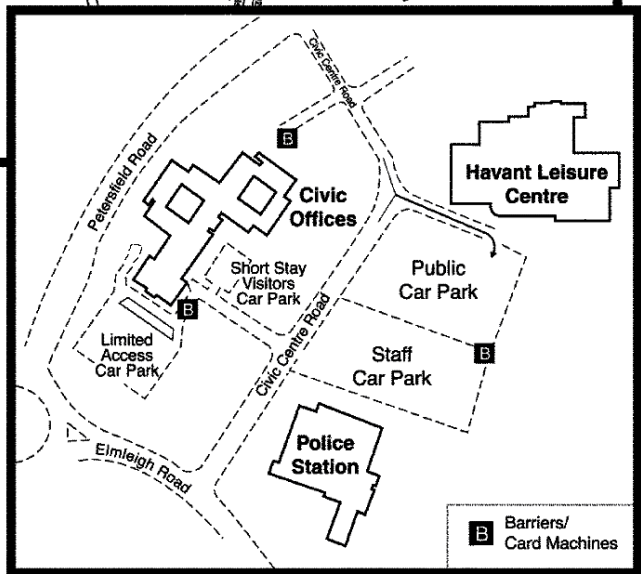
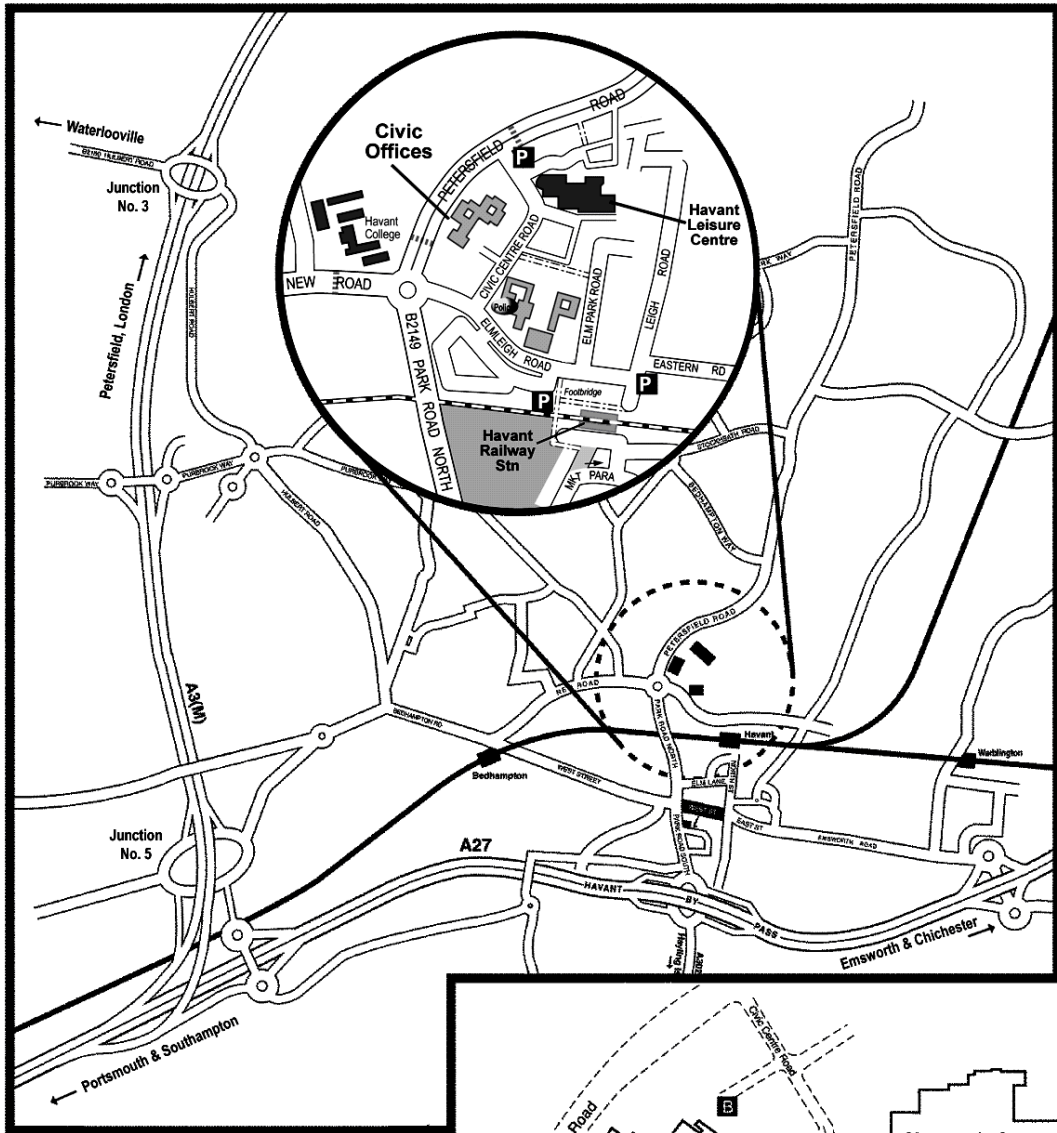
# PROTOCOL AT MEETINGS – RULES OF DEBATE

## 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



**Havant**  
**BOROUGH COUNCIL**  
 Civic Offices, Havant, Hants, PO9 2AX  
 Telephone (023) 9247 4174