

# JOINT HUMAN RESOURCES COMMITTEE (HBC) AGENDA

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

**Meeting:** Joint Human Resources Committee  
**Date:** Wednesday 6 December 2017  
**Time:** 10.00 am  
**Venue:** Havant Borough Council, Public Service Plaza, Civic Centre Road, Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

28 November 2017

Contact Officer: Jack Caine (HBC)/Harriet Freeborn (EHDC) 023 92446230/01730 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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<b>PART 1 (Items open for public attendance)</b>	
<b>1 Apologies for Absence</b>	
<b>2 Minutes</b>	<b>1 - 4</b>
To approve the Minutes of the last meeting of the Joint Human Resources Committee held on the 4 <sup>th</sup> July 2017	
<b>3 Declarations of Interests</b>	
<b>4 Chairman's Report</b>	
<b>5 Reviewed Equality Policy</b>	<b>5 - 18</b>
<b>6 Strategic HR and OD function</b>	<b>Verbal Report</b>
<b>7 Strategic HR and OD Update</b>	<b>To Follow</b>
Update on current work and future planned work	

<b>8</b>	<b>EHDC Recruitment Procedure</b>	<b>To Follow</b>
	Adoption of Disability Confident Scheme and Guaranteed Interview Scheme for Veterans	
<b>9</b>	<b>Councillor Competency Framework</b>	<b>To Follow</b>

## **GENERAL INFORMATION**

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### **Public Attendance and Participation**

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### **Disabled Access**

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

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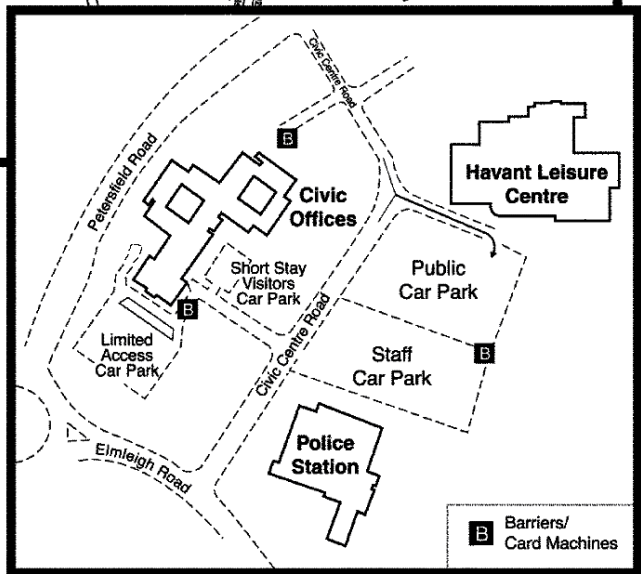
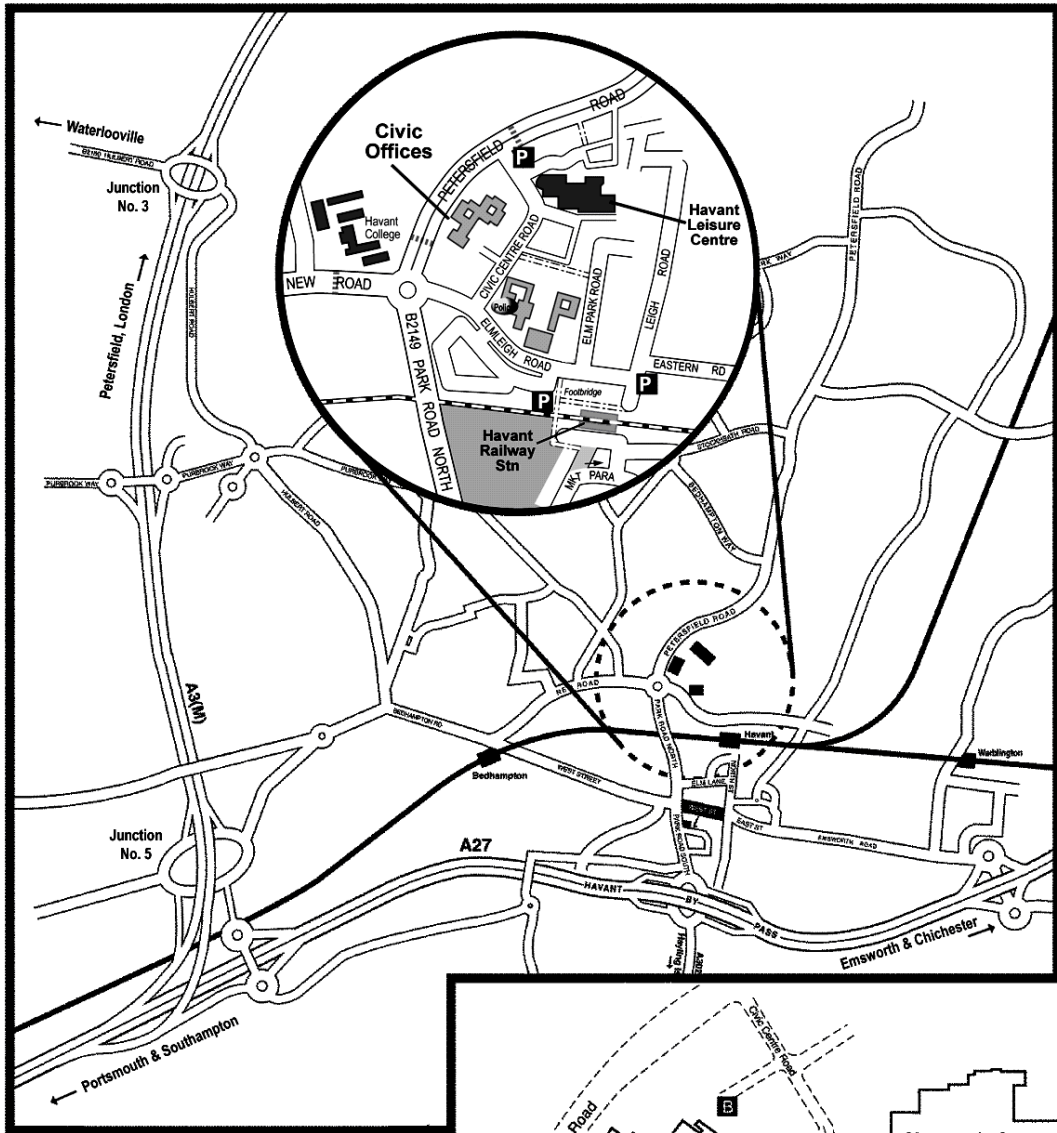
# PROTOCOL AT MEETINGS – RULES OF DEBATE

## 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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