

JOINT HUMAN RESOURCES COMMITTEE (HBC) AGENDA

Membership: Councillor Branson (Chairman) Councillor Carter (Vice-Chairman)	
Councillors (EHDC) Glass, Evans, Noble, Saunders and Thomas	Councillors (HBC) 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/James.harris@easthants.gov.uk

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To approve the minutes of the last meeting held on 12 September 2016.	
3 Matters Arising	
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GENERAL INFORMATION

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Internet

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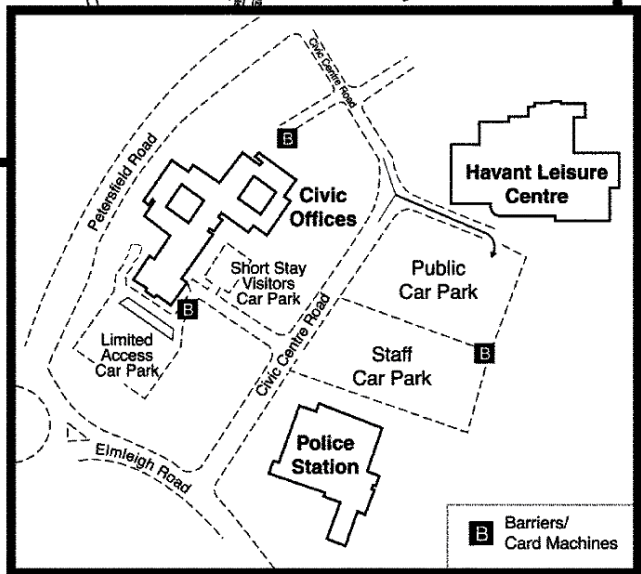
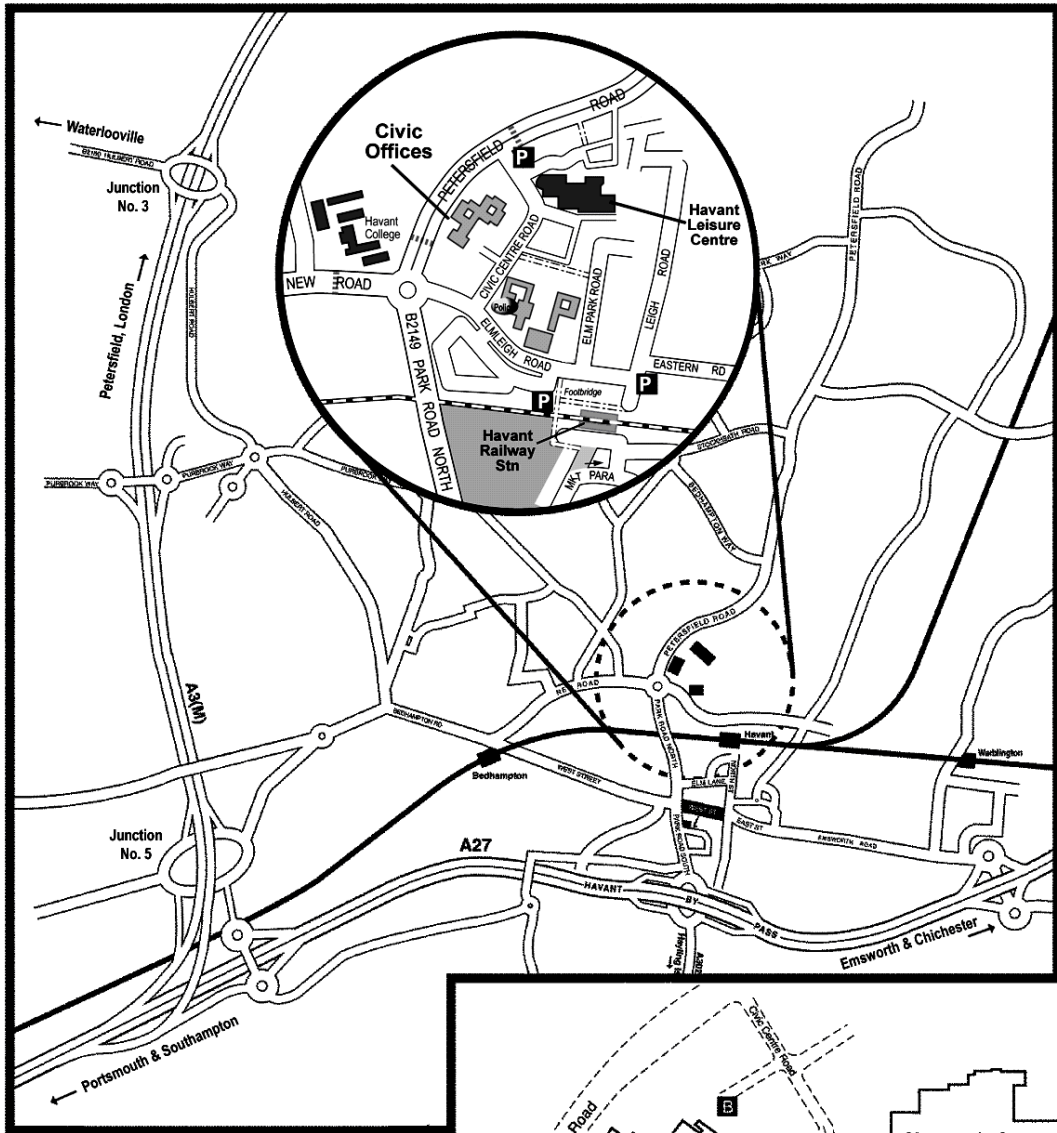
PROTOCOL AT MEETINGS – RULES OF DEBATE

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 12 September 2016

Present

Councillor Jackie Branson (Chairman)

East Hampshire District Council

Councillors: Carter (Vice-Chairman), Glass, Evans and Thomas

Havant Borough Council

Councillors: Lenaghan and Perry

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Fairhurst, Lloyd, Noble, Saunders and Wade.

2 CONFIRMATION OF MINUTES

The minutes of the meeting held on 9 February 2016 were agreed and signed as correct records.

3 TERMS AND CONDITIONS UPDATE

The terms and conditions review sought to develop a modern, flexible and attractive package, which would be competitive and clearly linked reward with performance.

The formal consultation for Phase Two of the review into staff terms and conditions had been concluded and the results discussed with Unison.

The majority of the concerns raised related to the introduction of performance related pay (PRP). To address these concerns and to ensure that the performance review process would be robust enough to support the implementation of PRP, the Executive Board had decided not to progress the PRP proposals until further consultation had been undertaken with Unison and other models of PRP explored. As a result PRP would not be introduced before April 2018 and would be subject to further consultation before being implemented.

Proposals relating to annual leave, redundancy, voluntary flexible benefits, and death in service gratuity had been agreed with Unison and would move forward for implementation. Details of the policies would be submitted to future meetings of the Committee .

In response to questions raised the Committee noted that:

- (a) a level of protection for eight years had been built into the scheme enabling members of staff to freeze their existing benefits if the proposals were less beneficial to the members of staff compared to their existing benefits;
- (b) new members of staff would be subject to the new terms of conditions; and
- (c) The Council had entered into a collective agreement with Unison so any matter agreed through this process was binding on Unison and non Unison members. The proposed changes to terms of conditions that had been agreed with Unison would therefore be introduced without the need for further consultation with individual members of staff.

4 PAY POLICY

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 2016/17..

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

RECOMMENDED to full Council that the Pay Policy Statement for 2016/17 be approved and adopted.

5 SOCIAL MEDIA POLICY

The Committee considered a report setting out an amended Social Media Policy which gave greater emphasis on good practice and using social media to promote the Council's work.

The Committee discussed the policy in detail and considered that the policy should be regularly monitored and reviewed to ensure that use of social media during work times were not abused.

RESOLVED that the policy as submitted be approved and implemented across East Hampshire District and Havant Borough Councils subject to the policy being regularly reviewed and monitored.

6 CODE OF CONDUCT

The Committee considered a report attaching a new code of conduct for staff across East Hampshire District Council and Havant Borough Council.

Members of the Committee were advised that if they had additional matters they wished to be considered for inclusion in the code of conduct to forward them to the Human Resources Team.

RESOLVED that the submitted policy be approved and implemented across East Hampshire District and Havant Borough Councils.

7 HUMAN RESOURCES PANEL

RESOLVED that:

- (a) Councillor Carter be appointed to the East Hampshire District Council's Appeals Panel for 2016/17; and
- (b) Councillors Branson and Perry share the appointment to Havant Borough Council's Appeals Panel for 2016/17.

The meeting commenced at 4.30 pm and concluded at 5.25 pm

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Chairman

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NON EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL/HAVANT BOROUGH COUNCIL

JOINT HUMAN RESOURCES COMMITTEE

21 March 2017

Pay Policy

Report by the Acting Head of Organisational Development

FOR DECISION

Key Decision: N/A

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;

NON EXEMPT

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;
 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.

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 2017/18 – East Hampshire District Council

Appendix B – Pay Policy Statement 2017/18 – Havant Borough Council

Background Papers:

None

Agreed and signed off by:

Head of Legal Services: 9/03/17

Head of Finance:

Relevant Head of Service: 3/3/17

Contact Officer: Michelle Wakefield
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NON EXEMPT

Appendix A

East Hampshire District Council Pay Policy Statement Financial Year 2017-18

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 2017-18, 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.

3.4 Reward Principles

NON EXEMPT

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”

Chief Officers are 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”.

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.

NON EXEMPT

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 employee's 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.

NON EXEMPT

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:

- 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

NON EXEMPT

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 that 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: 4.8.

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

NON EXEMPT

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

Havant Borough Council Pay Policy Statement Financial Year 2017-18

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 2017-18, 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 consist of 4 incremental steps. Grades F – K consist 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

NON EXEMPT

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”

Chief Officers are 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.

NON EXEMPT

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 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.

NON EXEMPT

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:

- 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)

NON EXEMPT

- 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 that 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: 4.7.

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.

NON EXEMPT

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

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NON EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

Meetingbody: Joint HR Committee

21 March 2017

SUBJECT: Recruitment Procedure

Reportof: Michelle Wakefield, HR Business Partner

Report No

FORDECISION Yes

Portfolio: Governance & Logistics: Councillor Wilson & Councillor Millard

Key Decision: Not Applicable

1.0 Purpose of Report

- 1.1 This report provides Joint HR Committee (JHR) with an overview of the proposed recruitment procedure which has been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC).
- 1.2 This procedure will ensure that there is an agreed and consistent approach to recruitment throughout both Councils.

2.0 Recommendation

- 2.1 For JHR to approve the attached procedure for use across both Councils.

JHR Committee Terms of Reference require new procedure aims in respect of staffing matters to be approved. As such, this procedure is being tabled at this JHR Committee meeting for approval.

3.0 Introduction

- 3.1 It is important for the Councils to have a documented approach to recruitment and selection processes to ensure consistency, fairness and compliance with legislation. The absence of a robust procedure in each Council may expose the Councils to risk leading to financial penalties.

4.0 Subject of the report

- 4.1 The proposed recruitment procedure is intended to apply to the recruitment and selection of all workers and employees engaged to provide services for the relevant Council. The procedure will be made available to all potential employees and workers and applies to both internal and external recruitment.

4.2 This procedure sets out the standard recruitment and selection process for the Councils. There may be occasions where positions require a flexible approach and the recruitment process will be agreed accordingly, for example the recruitment and selection of senior leadership positions. The principles of equality and fairness will apply on all occasions.

5.0 Implications

5.1 Resource

HR Team resource will be needed to implement the procedure effectively in conjunction with line managers.

5.2 Financial

There are no financial cost implications to the Councils in the implementation of this procedure.

5.3 Legal

There are no legal implications associated with this item.

5.4 Strategy

The procedure is intended to ensure that the Councils are able to recruit the most appropriate candidate for the role, thereby contributing to the efficient operating of the Councils.

5.5 Customer access

None to report.

5.6 Risks

Risk of non compliance with employment legislation and reputational impact in the absence of a clear recruitment procedure.

5.7 Communications/Public Relations

The procedure will need to be communicated to all staff and managers.

5.8 East Hampshire/Havant

This procedure will be suitable for use across both Councils.

6.0 Links to other projects

The development and implementation of a clear procedure supports the transfer of HR services to Capita HR Solutions.

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 procedure.

Agreed and signed off by:
Head of Legal Services: 9/3/17
Head of OD: 3/3/17
Head of Finance:

Contact Officer: Michelle Wakefield
Job Title: HR Business Partner
Telephone: 023 92 446046
E-Mail: michelle.wakefield@havant.gov.uk

Appendix – Recruitment Procedure (Draft)

RECRUITMENT PROCEDURE DRAFT

1. PURPOSE

- 1.1 This procedure applies to the recruitment and selection of all workers and employees engaged to provide services for the Council, irrespective of whether such a contract is for a temporary or fixed term duration or made on a permanent basis. The procedure will be made available to all potential employees and workers and applies to both internal and external recruitment.
- 1.2 This procedure sets out the standard recruitment and selection process for the Council. However, we do recognise there may occasions where positions require a flexible approach and the recruitment process will be agreed accordingly. The principles of equality and fairness will apply on all occasions.

1. 2. SCOPE

- 2.1 This procedure applies to all employees and applicants referred to in a, b, c and d in the definitions below regardless of gender, gender reassignment, pregnancy, maternity and paternity, race, religion or belief, disability, sexual orientation, age, trade union or public interest disclosure status.

3 DEFINITIONS

- a. **Permanent Contract:** is an open ended or indefinite contract of employment. There is no date set for the end of employment.
- b. **Fixed Term Contract:** is a contract of employment that ends on a specified date or on the occurrence of a particular event such as the completion of a specific project or the ending of a period of maternity leave cover.
- c. **Part Time Employees:** are employees who have a contract of employment for less than 37 hours per week. Part time employees have the same rights as staff employed on a permanent contract. They are protected by the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.
- d. **Temporary Contract:** is a contract of employment for an estimated length of time but which does not have a set end date at the outset.
- e. **Casual Workers:** are classed as ‘workers’ and not employees. Under this type of ‘agreement’ there is no obligation on the Council to provide work or for the casual worker to accept work. Annual leave will accrue for any time actually worked.
- f. **Agency Staff:** are not “workers” or “employees” and hired to meet demand via an external agency. The employment contract is with a third party agency and not with the Council although staff may be recruited via a third party agency and become directly employed by the Council.

- g. Contractors:** are individuals who provide services to the Council and who must meet the Inland Revenue definition of 'self employed' to be utilised by the Council as a contractor. If these conditions are not met such individuals must be employed directly by the Council or engaged by a third party agency for the supply of their services.

This procedure and guidance does not relate to items **e**, **f** and **g** above. See Section 6.

4 PRINCIPLES

- 4.1 There are a number of key principles that underpin this procedure to ensure that employees are treated consistently, effectively and fairly.
- Job applicants will be screened against the requirements as laid out in the job description and person specification.
 - The Councils use a job evaluation system to determine the relative size of a role. HR advice should be sought on the requirement for a role to be evaluated prior to recruitment. Internal or external benchmarking may be appropriate in some circumstances.
 - Recruiting Managers and panellists must declare any prior or personal knowledge they have of candidates to determine whether an alternative interview panel is appropriate. For example, a family member, friend, colleague from a previous employment.
 - No decisions regarding recruitment or selection will be made by a person who has not read and understood this procedure and the related policies. HR advice can be sought by the recruiting manager on the appointment of an applicant if required.
 - Any qualifications or requirements applied to a job that have or may have the effect of prohibiting or discouraging applications from certain groups of the population should only be considered if they can be objectively justified as a requirement of the role.
 - Equality related information will be collected from application forms. This information is not available to recruiting managers. This data, held in an anonymous format, will be used solely for the purposes of informing the Council's Comprehensive Equality Policy in relation to employment by the Customer Inclusion Advisor.
 - Elected Councillors are only permitted to be involved in the appointment of senior Officers i.e. Head of Service or above. Members of the Council's Cabinet will have the opportunity to raise objections to decisions about appointments of senior officers and the Head of Paid Service will make the final decision. Appointments of all staff below the level of Head of Service is the responsibility of the Head of Paid Service or an Officer nominated by him or her and may not be made by Councillors. These rules are covered in the relevant Local Authorities (Standing Orders) Regulations and Officer Employment Procedure Rules in the constitution. Please seek guidance from a member of the Democratic Services Team.

- All managers (known as recruiting managers) and the HR Team taking part in the recruitment and selection process must read the Recruiting Manager's workflow and process notes and complete the Equality and Diversity e-learning course.
 - Written and electronic records of interviews, reasons for decisions (and evidence) made at each stage of the process, and reasons for appointment or non appointment will be kept by HR in compliance with the Data Protection Act 1998. These records will be kept for a period of six months and will then be disposed of confidentially.
 - All candidates must be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. Original documentation must be seen by the recruiting manager and a photocopy of the document must be taken, dated and signed by the recruiting manager. A range of documents are permitted as evidence of the right to work in the UK. The HR Team can provide advice on admissible documentation.
 - Those appointed to posts identified by the Council which involve close working with children, young people and/or vulnerable adults will require a Disclosure and Barring (DBS) check conducted in accordance with DBS Code of Practice and the Council's DBS Policy. Job advertisements for such posts will state a DBS check as a requirement of the role.
 - All successful applicants are required to complete a declaration in accordance with the Rehabilitation of Offenders Act 1974. Any declarations of unspent convictions will be assessed in relation to the job role and will not automatically bar a successful candidate from employment with the Council.
 - Reasonable adjustments will be made to try and reduce any disadvantage faced in the selection process by job applicants declaring a disability.
 - Appointments to the position of Chief Executive are made by a panel comprising of the Leader of each Council and an appropriate third party. The final decision to appoint is made by Full Council via recommendation from the panel.
 - Appointments to positions of Executive Director, are made by a panel comprising of a political member, the Chief Executive or their nominated deputy and an appropriate third party. The final decision to appoint is made by the Chief Executive via recommendation from the panel.
 - Appointments to positions of Head of Service are made by a panel comprising of the Chief Executive or their nominated deputy, Executive Director and an appropriate third party. The final decision to appoint is made by the Chief Executive via recommendation from the panel.
- 4.2 Managers will consider all applicants and make the recruitment or selection decision on the basis of merit in line with the Council's equality aims

- 4.3 The Council may recognise a scheme that supports the recruitment of certain groups, for example, the disability confidence scheme or a covenant to support the recruitment of ex-Service Personnel. Under these types of scheme any candidate who meets the essential requirements for the post which they have applied for is guaranteed an interview. For further information on schemes in operation by the Council, please seek advice from HR.
- 4.4 Staff "at risk" of redundancy automatically have a right to prior consideration for any permanent or temporary vacancy for which they apply as long as they meet the essential criteria. Such applications will be decided on before any wider advertising (see Managing Change Procedures)
- 4.5 Where a vacancy for the same job arises within 6 months of a recent recruitment process, the manager can review recent applicants and shortlist from this pool, without undertaking another recruitment exercise
- 4.6 In agreement with UNISON, employees appointed originally to a fixed term role may be transferred onto a permanent contract without a further recruitment process, where the role is unlikely to attract any additional candidates and the role has not substantially changed following the initial recruitment process. Employees who have been placed 'at risk' of redundancy must be given prior consideration for vacancies in line with the Council's Managing Change Procedures.

2. 5. PROCEDURE

Recruiting manager/team leader responsibilities: (referred to as 'manager')

5.1 Pre-recruitment Considerations

- 5.1.1 Using observation, questionnaires, interviews or work diaries, managers must invest time in gathering information about the nature of the job. This means thinking not only about the content (such as the tasks) making up the job, but also the job's purpose, the outputs required by the job holder and how it fits into the Council's structure. It is also important to consider the skills and personal attributes needed to perform the role effectively. This analysis must be used to form the basis of a job description and person specification.

5.2 Authority to recruit and planning the process

Recruiting managers must:

- Ensure they have the required approval to create a new post or fill an existing post, and provide this to the HR team using the appropriate form.
- Organise the selection panel (at least two people) as soon as the decision to recruit is given.
- Set a realistic timetable for the process at the outset and diarise accordingly.
- Plan realistic deadlines for key actions with recruitment.
- Plan the process taking account of these 'typical' time-scales:
 - Advertisement to closing date: ten working days (longer for most senior jobs)

- Closing date to panel agreeing shortlist: three days to allow each panel member to read applications and the panel to reach agreement.
- Shortlist given to HR Team where possible at least ten working days before interview date.

5.3 Job description

- 5.3.1 The manager is to ensure that all jobs being recruited to have an **up to date** job description.
- 5.3.2 All new roles and those changed substantially over time in order to be current for the organisation must be job evaluated before they are advertised. Managers must allow plenty of time for this and seek HR advice at this point.

5.4 Person specification

- 5.4.1 Managers must complete an **up to date** person specification that states the essential (and sometimes desirable) criteria for selection. Two important factors in preparing a useful and practical person specification are that the criteria should be both **measurable** and **specific**. Requirements which are not measurable should not be included. All criteria listed within the person specification must be fair and reasonable. Likewise the more specific criteria are, the easier it will be to assess a candidate's application against, and the more clearly understood by panel members and candidates alike. In general, specifications should include details of:

- education/training
- skills/abilities
- knowledge
- experience
- other e.g. special conditions (unsocial hours, DBS clearance, etc)

Please note:

- Person specifications must not discriminate, either directly or indirectly.
- The person specification must not be amended once the recruitment process has begun.
- All criteria deemed essential are the minimum standards required.

5.5 Advertisements

- 5.5.1 There are many options available for generating interest internally and externally. These include placing advertisements on the recruitment portal, in trade press, newspapers and on the internet. Managers should produce advertisements that are in house style, clear and indicate:
- the outline requirements of the job
 - a summary of the essential criteria (to limit the number of inappropriate applications received)
 - job location
 - reward package
 - a contact name with whom prospective candidates can discuss the role
 - contract type and duration if fixed term or temporary

- shortlisting date
- interview date

The HR team can advise further.

5.6 Initiate recruitment

5.6.1 Once all of the above has been undertaken, managers must provide the HR Team with the following information

- completed recruitment form
- job description
- person specification
- advertisement
- recruitment process timetable
- details of selection assessments to be undertaken by candidates

The HR Team will use this information to initiate and administer the process in accordance with these procedures.

5.7 Selecting candidates

5.7.1 After the set closing date for receipt of applications, the HR Team will forward all applications to the manager for short-listing.

The manager must ensure that:

- Short-listing only takes place against a person specification and must be recorded using the shortlisting proforma. (Appendix 1)
- Short-listing should be carried out by at least two members of the interview panel to allow sufficient support for the recruiting manager. This should be agreed, recorded on one form and signed by the manager.
- Information on file must be sufficient to enable feedback to be given to unsuccessful applicants if requested. Candidates unsuccessful at shortlisting stage will be offered the opportunity for feedback on their application.
- It is the Recruiting Manager's responsibility to provide constructive feedback'.

The method of scoring to be used is below:

- 0 = not met
- 1 = part meets
- 2 = meets
- 3 = exceeds.

5.7.2 The short-listing form is to be populated by extracting the essential and desirable criteria from the person specification. The candidate numbers should be recorded across the top. The panel should systematically read all the application forms and score them according to how they meet the requirements of the job as identified in the person specification. Scores should be given according to the evidence provided within the application form, not evidence which is inferred or estimated from the application form.

5.7.3 Any candidate who fails to meet any of the essential criteria should not be short-listed. Look at the essential criteria (against which applicants can

properly be assessed using just the application form) first to determine the shortlist. However, if an excessive number of applicants have all the essential criteria, then the desirable criteria may be used to further refine the shortlist.

- 5.7.4 Applicants are requested when invited to interview to advise us if they have a disability, however there may be occasion when they do not inform us. Once the applicant arrives and a disability is made known to the panel members, they are expected to make whatever reasonable adjustments are possible at the time.
- 5.7.5 Once the decision has been made, to interview a candidate the manager is to pass the short list to the HR Team with an interview schedule. The HR Team will arrange appointments for interview (via the portal).
- 5.7.6 Managers are to arrange suitable interview facilities and details for meeting/greeting candidates including photocopying and verification of necessary qualification certificates and evidence of the candidate's right to live and work in the UK.
- 5.7.7 Selection tests and other forms of assessment can be used where you wish to check out further information about candidates. This is to be notified at the time of inviting for interview. All interviewing must be conducted according to the procedure and procedures for interviewing. HR can provide guidance to support managers with suitable interview questions and techniques.
- 5.7.8 After the interviews have finished, the panel is to decide on the 'preferred' candidate, taking into consideration any tests/assessment.
- 5.7.9 The manager is to arrange for the unsuccessful candidates to be informed (via the HR Team) and offer feedback on both the interview and any selection tests. A record of the reasons why candidates are unsuccessful must be placed with the application form and handed to the HR team for confidential storage. A candidate has three months to lodge a complaint at an Employment Tribunal for discrimination, and has the right to see notes made about them (Data Protection Act). Managers are responsible for informing internal candidates with feedback either successful or unsuccessful.

Points to note:

- Direct or indirect discrimination in recruitment and selection is unlawful
- The Council has a duty to consider all 'reasonable adjustments' both in the recruiting arrangements and to the job itself, for disabled candidates
- Staff "at risk" of redundancy within the Council and who meets the essential criteria for a role will be given prior consideration before a decision is made to commence any wider advertising (see Managing Change Appointments Procedure).

5.8 Making the appointment and pre-employment checks

- 5.8.1 The manager should notify the 'preferred' candidate verbally that they are the 'preferred' choice subject to clearance of all pre-employment checks (satisfactory references, health assessment, eligibility to live and work in the

United Kingdom and any necessary qualification certificates have been checked (if not already) and, where appropriate, satisfactory disclosure through the Disclosure and Barring Service.

5.8.2 **Once all pre-employment checks have been received** to the satisfaction of the manager, a formal offer of employment together with a Statement of Particulars of Employment is sent in writing to the successful candidate. Ideally a start date of employment will have been agreed between the Manager and the successful candidate, but this will not prevent a written offer of employment and contract of employment being provided to the successful candidate.

5.8.3 The HR Team's responsibilities:

- To liaise and communicate with managers.
- To administer the recruitment portal.
- To place an external advertisement in the next available edition of the chosen publication(s) following receipt of a (draft) advertisement (subject to the publication's lead-in deadlines)
- To pass all job applications to the manager within one working day of the closing date.
- To give short-listed candidates where possible at least five working days' notice of interview.
- To produce a full Contract of Employment (including Statement of Particulars) within five working days of satisfactory completion of all pre-employment clearances and the HR Team receiving full appointment details.
- To notify external unsuccessful candidates via the portal. All candidates are offered verbal or written feedback.

3. 6. Engagement of agency, contractor or casual workers

6.1 Agency Workers (temporary assignment)

6.1.1 Prior to approaching an agency, recruiting managers should liaise with the HR team to decide if it is appropriate to recruit an agency worker to the vacant post. If this is agreed, authority to engage an agency worker must be granted by the appropriate Head of Service.

6.1.2 There is an agreement in place with Portsmouth City Council Internal Agency for the supply of agency staff. This has been agreed by the Procurement Team and should be used for the supply of all agency staff. Full details are available on Skoop. If for any reason this service cannot be used, agreement should be sought from the Procurement Team before contacting any other agency to ensure the Council's procurement and contract rules are followed. If the value of engaging someone in this way is deemed to be of medium or high value under the contract procedure rules there will be a tendering process to be followed.

- 6.1.3 Terms and conditions of business of the agency must be requested, reviewed and approved by the Procurement Team.
- 6.1.4 The agency must take all reasonable steps to confirm the worker's eligibility to live and work in the UK, and make reasonable enquiries to confirm experience and qualifications. If the worker is required to work closely with children, young people and/or vulnerable adults a current Disclosure and Barring (DBS) check will be conducted in accordance with DBS Code of Practice.
- 6.1.5 An appropriate contract to cover the engagement of the selected worker, will be agreed with both parties and will be held appropriately by the recruiting manager.
- 6.1.6 If there are aspects of poor performance or misconduct, disciplinary or grievance issues relating to temporary agency staff then these should be fully reported to the agency and HR to be dealt with by the agency under the agency's policies.
- 6.1.7 Requests for annual leave and sickness reporting will be dealt with by the agency.
- 6.1.8 Recruiting managers must liaise with HR upon the appointment of a temporary agency worker to inform them of the start date. The onus is on the manager to monitor the period of time that the agency worker is used and report to HR when a 12 week period has been reached. This is to ensure the Council conforms with the Agency Worker Regulations.

6.2 Consultants

- 6.2.1 Before approaching a consultant the recruiting manager must seek advice from the Procurement and Legal Service Teams to ensure the Council's procurement, contract and HMRC rules are followed. A contract for services will be drawn up by the Legal Services Team in consultation with the manager and a copy of the agreed and signed contract will be held by Legal Services as appropriate.

6.3 Casual Workers

- 6.3.1 There is a separate process for the agreement of casual workers. Please seek advice from HR regarding this.

7. Related Policy, Procedure and Guidance.

Recruiting Manager Workflow and Process Notes
Managing Change Appointments Procedure
Agency Worker Regulations Procedure

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