

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 12 March 2019

Present

Councillor Smith K (Chairman)

Councillors

East Hampshire District Council: Councillors Carter (Vice-Chairman) and Glass
Havant Borough Council: Councillors Branson, Crellin, Lowe and Scott

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Weeks.

14 MINUTES

RESOLVED that the minutes of the Extraordinary Joint Human Resources Committee held on 13 September 2018 and the Extraordinary Joint Human Resources Committee held on 6 December 2018 be approved as a correct record.

15 DECLARATIONS OF INTERESTS

There were no declarations of interest.

16 SABBATICAL POLICY

The Committee considered the report which gave an overview of the Sabbatical Policy. The Head of Organisational Development was invited to introduce the report and answer any questions from members.

The Policy aimed to provide staff with a clear and flexible framework for sabbatical leave, that could accommodate their career choices and enable the Councils to retain and maximise talent to the best effect.

During the discussion, the Committee was advised that any applications for sabbatical leave would be robustly managed by Strategic HR colleagues to ensure business need is met.

RESOLVED that the Sabbatical Policy be approved.

17 VOLUNTEER LEAVE POLICY

The Committee considered the report which detailed the revisions made to the Volunteer Leave Policy. The Head of Organisational Development was invited to introduce the report and answer any questions from members.

The Policy aimed to highlight the opportunities available to staff to volunteer for community needs, which had previously had a low take-up. The revisions removed the need for the volunteering opportunity to be located within the geographical areas of the Councils.

During the course of the debate, the Committee requested that the numbers of staff undertaking volunteering roles be reported back to monitor the success of the policy.

Furthermore, members requested that officers liaise with the Community Teams to see if there were any potential volunteering opportunities that could be linked to community projects. Officers would also investigate holding a volunteer event at Havant, similar to the successful event held in East Hampshire.

RESOLVED that the revised Volunteer Leave Policy be approved.

18 REMUNERATION POLICY

The Committee considered the report which detailed the content of the Remuneration Policy. The Head of Organisational Development was invited to introduce the report and answer any questions from members.

The Policy sought to consolidate existing policies and practices into one document that would be easily accessible to staff across both Councils and the external provider of HR services.

During the discussion, the Committee were assured that performance management measures were in place and staff received regular appraisals.

The Committee were also advised that the market rate supplement was regularly reviewed to ensure it remained current and of best value to the Councils.

RESOLVED that the Remuneration Policy be approved.

19 PAY POLICY STATEMENT

The Committee considered the report which set out the Pay Policy Statement for 2019/20 for both Councils. The Head of Organisational Development was invited to introduce the report and answer any questions from members.

The Statements fulfilled a legislative requirement as per the Localism Act 2011 for each Council to provide staff pay information in a transparent manner annually and for this to be open to members of the public to view.

The Committee were informed that there were no amendments to the current Statements at either Council.

RESOLVED that the Pay Policy Statements for 2019/20 for East Hampshire District Council and Havant Borough Council be recommended for approval by the Council of the authority to which they relate.

20 SENIOR PAY AWARD 18/19

The Committee considered the report which set out the Senior Pay Award for 2018/19 for both Councils. The Head of Organisational Development was invited to introduce the report and answer any questions from members.

The report detailed that the Senior Pay Award was in line with the 2% increase received by staff below Chief Officer level, and that the uplift to the midpoint of pay band for Heads of Service brought this in line with market rates.

RESOLVED that the Committee notes;

- a) A 2% pay award for 2018/19 applied as from 1 April 2018; and
- b) An uplift to midpoint of pay band from 1 October 2018 for Heads of Service who fall below this level based on market rate pay and performance in role.

21 TRADE UNION RECOGNITION AGREEMENT

The Committee considered the report which set out the Facilities and Recognition Agreements for use at each Council. The Head of Organisational Development was invited to introduce the report and answer any questions from members.

The Agreement aimed to provide a clear and consistent position on the Council's approach to trade union activity.

The Committee were pleased to note the positive relationship between the Councils and both branches of Unison, and were assured that Unison were content with the proposed Agreements.

RESOLVED that the Trade Union Facilities and Recognition Agreements be approved.

22 LEARNING & DEVELOPMENT POLICY - ITEM WITHDRAWN

This item was withdrawn.

The meeting commenced at 4.00 pm and concluded at 4.53 pm

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Chairman