

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 23 March 2021

Present

Councillor Crellin (Chairman)

Councillors

East Hampshire District Council: Councillors Carter (Vice-Chairman), Budden, Burns, Davies and Glass

Havant Borough Council: Councillors Howard, Lowe, Wade and Branson (Standing Deputy)

13 APOLOGIES FOR ABSENCE, CONFIRMATION OF ATTENDANCE & DECLARATIONS OF INTEREST

Apologies were received from Cllr Smith (HBC)

There were no declarations of interest relating to matters on the agenda

14 MINUTES

The minutes of the meeting of the Joint Human Resources Committee held on 19th October 2020 were agreed as a correct record.

15 PAY POLICY STATEMENT 2021

The Head of Organisational Development introduced the Pay Policy Statement as included in Appendices A and B of the agenda.

The committee noted that some of the terms and phrases within the document were not necessarily user friendly for the general public and It was suggested that a glossary of terms or acronym explanations be added. The Head of Organisational Development agreed to action these changes.

In response to a question it was believed that the mean calculations had been based on the FTE, however this would be clarified and circulated to the committee.

The Head of Organisational Development also confirmed that the national living wage remained applicable for this statement and advised that details around the lowest paid employees and the framework was only available to staff.

The committee was advised that when an employee reached the top of the scale the pay award was applied to that level. However, it was confirmed that this would be included within the final document to make this clearer.

Proposed by Cllr Glass and seconded by Cllr Carter, it was RESOLVED that the Pay Policy Statements for each council be recommended for approval by the respective Councils.

16 MENOPAUSE POLICY

The Head of Organisational Development introduced the Menopause Policy to the Committee and gave some detail of cases that would benefit from the policy.

In response to a question, the committee was advised that guidance and training for managers was being created which would be used alongside internal communication channels.

Through the communication process it was hoped that anyone experiencing issues would feel more comfortable and supported in coming forward. HR would monitor any issues raised and if necessary, make a referral to Occupational Health.

The committee highlighted that Andropause should be given the same importance and equal footing as the Menopause, to which assurance was given that efforts were balanced within the policy.

Proposed by Cllr Carter and seconded by Cllr Howard it was RESOLVED that the committee APPROVED:

The Menopause Policy for each council as set out in Appendix A; and

The management guidance as set out in Appendix B.

17 ALCOHOL, SUBSTANCE ABUSE AND ADDICTION POLICY

The Head of Organisational Development introduced the Alcohol, Substance Abuse and Addiction Policy to the committee. The purpose of the report was to update the current policy.

In answer to a question the committee was advised the policy would be updated to include the information that police would need to test for presence of drugs. Whilst there was no ability to test alcohol limits at this time, officers were hopeful that support would come from occupational health with this in the future.

The committee questioned if there was a policy in place for when drugs are found on the premises and felt that it may be helpful to set out a clear process.

In reply it was confirmed that there was not currently a drugs policy statement, but the merits of the suggestion would be assessed. However, details of the support offered was covered within the pack.

The Committee requested that the policy include accidents if they were not on council business, as if they were not, policy and associated assistance would not be applicable. This point was noted and officers would look to adjust the

Joint Human Resources Committee (23.3.21)

wording accordingly.

The committee believed that section 5.2 should include drugs within its definition of no 'sale of alcohol on the premises' and that the wording in the policy should be adjusted from 'impaired' to 'influence' to ensure that high functioning addicts may also be covered.

The Head of Organisational Development agreed that these changes would be beneficial and that the wording of paragraph 5.2 would be redrafted to be more inclusive of high functioning addicts.

In response to a question the Committee was advised that each case will be assessed on an individual basis and that health and safety was the paramount issue.

Proposed by Cllr Howard and seconded by Cllr Branson it was **RESOLVED** that the committee **APPROVED**: the Alcohol, Substance Abuse and Addiction Policy for both councils, subject to the inclusion of accidents not on council business and a redraft of paragraph 5.2 to be more inclusive of high functioning addicts.

18 BULLYING AND HARASSMENT POLICY

The Head of Organisational Development introduced the bullying and harassment policy to the committee and stressed the importance of the item as no policy was currently in place.

The committee was advised that at this time the policy was only for officers however, it was understood there were separate procedures for Councillors and a reference would be added to make this clear.

In response to a question it was acknowledged that a whistle blowing policy could have a place within the policy, however it would depend on the nature of the incident.

Proposed by Cllr Howard and seconded by Cllr Branson it was **RESOLVED** that the committee **APPROVED** the Bullying and Harassment Policy for both councils as set out in Appendix A.

The meeting commenced at 5.00 pm and concluded at 6.19 pm

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Chairman