

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE PO9 2AX



**Havant**  
BOROUGH COUNCIL

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## HUMAN RESOURCES COMMITTEE AGENDA

**Membership:** Councillor Diamond (Chairman)

Councillors Crellin (Vice-Chairman), Fairhurst, Payter, Richardson and Weeks

**Meeting:** Human Resources Committee

**Date:** Wednesday 5 October 2022

**Time:** 5.00 pm

**Venue:** Hurstwood Room, Public Service Plaza, Civic Centre Road,  
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Kim Sawyer  
Chief Executive

Contact Officer: Lauren Kennedy  
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## HAVANT BOROUGH COUNCIL

At a meeting of the Human Resources Committee held on 20 July 2022

Present

Councillors: Diamond (Chairman), Crellin (Vice-Chairman) and Weeks

### 11 Apologies for Absence

Apologies for absence were received from Councillors Richardson and Fairhurst.

### 12 Declarations of Interest

There were no declarations of interests relating to matters on the agenda.

### 13 Recruitment Process

The Committee considered a report setting out the job descriptions for the management posts, which had become vacant following the termination of the shared management arrangements with East Hampshire District Council

The Interim Chief Executive outlined the process and timetable for recruitment as detailed in a revised Appendix 2 circulated at the meeting and answered a question from a member of the Committee relating to the statutory officers.

The Committee were asked to consider options which could be incorporated in the recruitment process and indicated that a tour of the Borough and lunch with the candidates, members of the Human Resources Committee and senior managers would be useful.

RESOLVED that

(i) the job descriptions for posts of the;

- Chief Executive,
- Executive Head of Regeneration and Communities,
- Executive Head of Place,
- Chief Finance Officer,
- Chief Legal Officer and
- Chief HR Officer

as set out in Appendix 1 of the submitted report be approved; and

(ii) the process and timetable for recruitment as detailed in the revised Appendix 2 circulated at the meeting be noted and amended to include a tour of Borough and lunch with the Committee and the senior management team.

**14 Reserve Forces Training and Mobilisation Policy**

The Committee considered a report recommending the approval and implementation of a new Armed Forces HR policy

RESOLVED that the adoption of a Reserves Forces Training and Mobilisation Human Resources policy as submitted be approved.

**The meeting commenced at 5.00 pm and concluded at 5.37 pm**