

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE P09 2AX



**Havant**  
BOROUGH COUNCIL

Telephone: 023 9247 4174  
Fax: 023 9248 0263  
Website: [www.havant.gov.uk](http://www.havant.gov.uk)

## HUMAN RESOURCES COMMITTEE AGENDA

**Membership:** Councillor Howard (Chairman)

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

**Meeting:** Human Resources Committee

**Date:** Tuesday 7 June 2022

**Time:** 5.00 pm

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

The business to be transacted is set out below:

Kim Sawyer  
Chief Executive

Publication Date: 27<sup>th</sup> May 2022

Contact Officer: Lauren Kennedy  
Email: [lauren.kennedy@easthants.gov.uk](mailto:lauren.kennedy@easthants.gov.uk)

## **1 Apologies for Absence**

To receive and record any apologies for absence.

## **2 Declarations of Interest**

To record any declarations of interest.

## **3 Exclusion of the Press and Public**

The Committee is asked to consider whether to pass a resolution excluding the public from the meeting during consideration of any of the items on the agenda. If members wish to do so then this could be achieved by passing the following resolution. Members are not required to pass the resolution but the Solicitor to the Council recommends this as to the item set out below. That the public be excluded from the meeting during consideration of the item headed and numbered as below because:

it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Item 4 Appointment of Executive Head of Internal Services**

Paragraph 1 Information relating to any individual

Paragraph 2 Information that is likely to reveal the identity of an individual

### **Item 5 Appointment of Executive Head of Commercial Services**

Paragraph 1 Information relating to any individual

Paragraph 2 Information that is likely to reveal the identity of an individual

<b>4</b>	<b>Appointment of Executive Head of Internal Services</b>	<b>1 - 22</b>
<b>5</b>	<b>Appointment of Executive Head of Commercial Services</b>	<b>23 - 44</b>

## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### **Internet**

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

### **Public Attendance and Participation**

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

### **Disabled Access**

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Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

PLEASE EVACUATE THE BUILDING IMMEDIATELY.

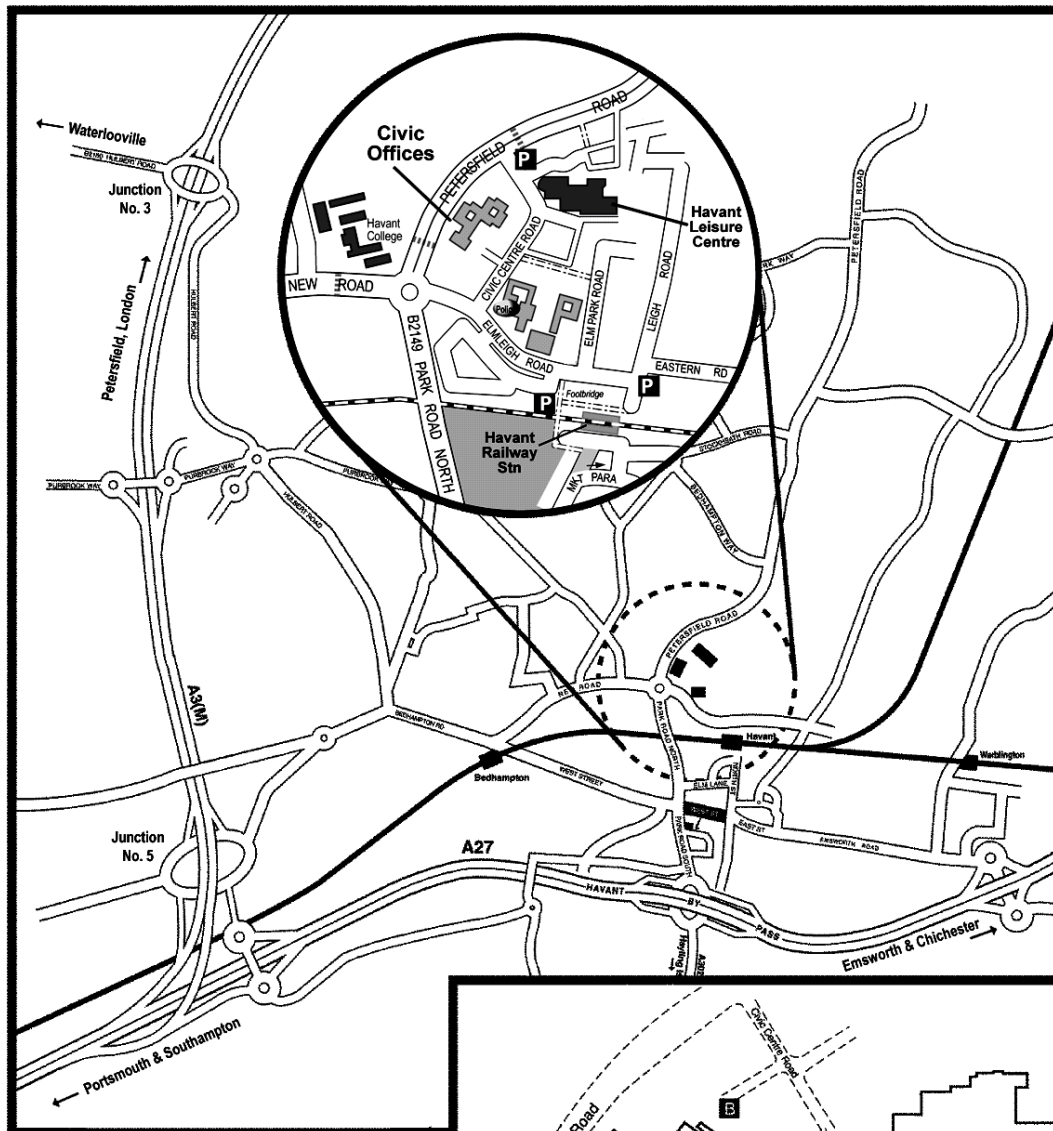
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### **No Smoking Policy**

The Public Service Plaza operates a strict No Smoking policy in all of its offices, corridors, meeting rooms and toilets.

### **Parking**

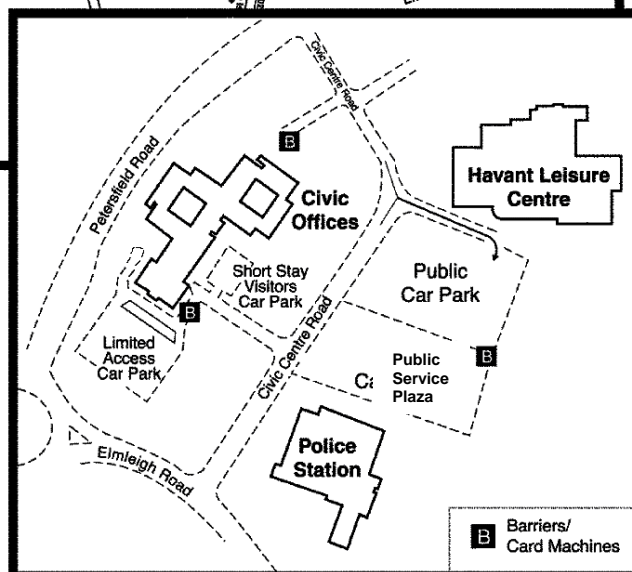
Pay and display car parking is available in the Leisure Centre car park opposite the Plaza.



# Havant

## BOROUGH COUNCIL

Civic Offices, Havant, Hants, PO9 2AX  
Telephone (023) 9247 4174



**NON-EXEMPT**

## **HAVANT BOROUGH COUNCIL**

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**HUMAN RESOURCES COMMITTEE**

**DATE 7 June 2022**

**Appointment of Executive Head of Internal Services**

**Report by Interim Chief Executive (Head of Paid Service)**

**FOR DECISION**

**Key Decision: No**

**Report Number: HBC/056/2022**

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### **1.0 Purpose of Report**

This report sets out the process for the appointment of the Executive Head of Internal Services

### **2.0 Recommendation**

That:

*The Committee consider the appointment of the Executive Head of Internal Services*

### **3.0 Background**

**3.1** Havant Borough Council resolved to withdraw from the Joint Management Team Agreement with East Hampshire District Council on the 26 January 2022. The business case for Havant Borough Council to become a standalone Council was approved on 16 March 2022.

**3.2** The Chief Executive, as Head of Paid Service, proposed a senior management structure for the standalone Council to Council on 13 April and consultation with staff began on 20 April. Havant Borough Council approved the senior management structure on 18 May 2022.

**3.3** During the consultation process one person expressed an interest in the role of Executive Head of Internal Services.

**3.4** The purpose of this meeting is to consider the expression of interest and make the decision whether to appoint the applicant.

- 3.5 The Executive Head of Internal Services is a chief officer role reporting directly to the Chief Executive as set out in the attached structure chart at Appendix 1

#### 4.0 Subject of Report

- 4.1 The functions for the appointment of “chief officers” is reserved to this Committee under paragraph 2.2 of Section F 1 of the Constitution.
- 4.2 Order 89.1 of Officer Employment Standing Orders (Part Three, Section F) (the ESOs) provides that the appointment of a chief officer will be decided by this Committee, and moreover that where the Council proposes to appoint exclusively from amongst existing officers then this Committee shall “*make arrangements in connection with this appointment*”. This report sets out below what those arrangements should be.
- 4.3 The above arrangements will consist of the following:
1. Interview
  2. Assessment
  3. Appointment
  4. Consultation with Cabinet Members

The expression of interest for this role, which comprises a CV and covering letter is included as an exempt appendix 2 to this report. The interim Chief Executive has informally assessed their ability to undertake this role and has suggested some potential questions for each applicant, also included within exempt Appendix 2.

- 4.4 HR Committee will undertake Stage 1, 2 & 3; consultation (Stage 4) will be handled by the Chief Executive.
- 4.5 Order 87.2 of the ESOs provides that where the Council is proposing to appoint a chief officer then the Committee shall include at least one Cabinet member.

#### 5.0 Implications

- 5.1 **Resources:** The post is within existing budgets
- 5.2 **Legal:** As outlined in this report

#### 4.3 Consultation

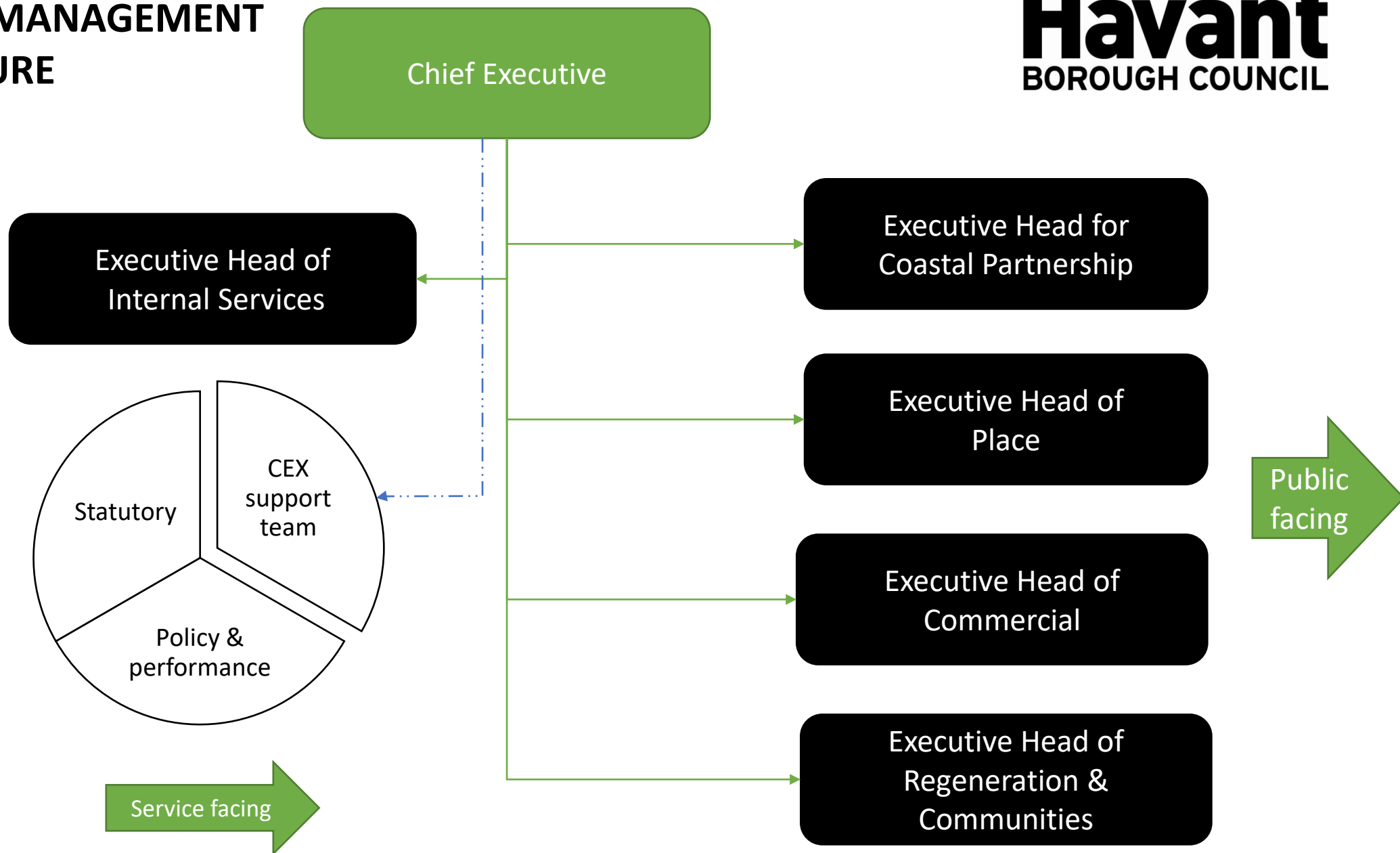
Discussed with the Leader & Deputy Leader

**Contact Officer:** Kim Sawyer  
**Job Title:** Interim Chief Executive  
**E-Mail:** kim.sawyer@havant.gov.uk

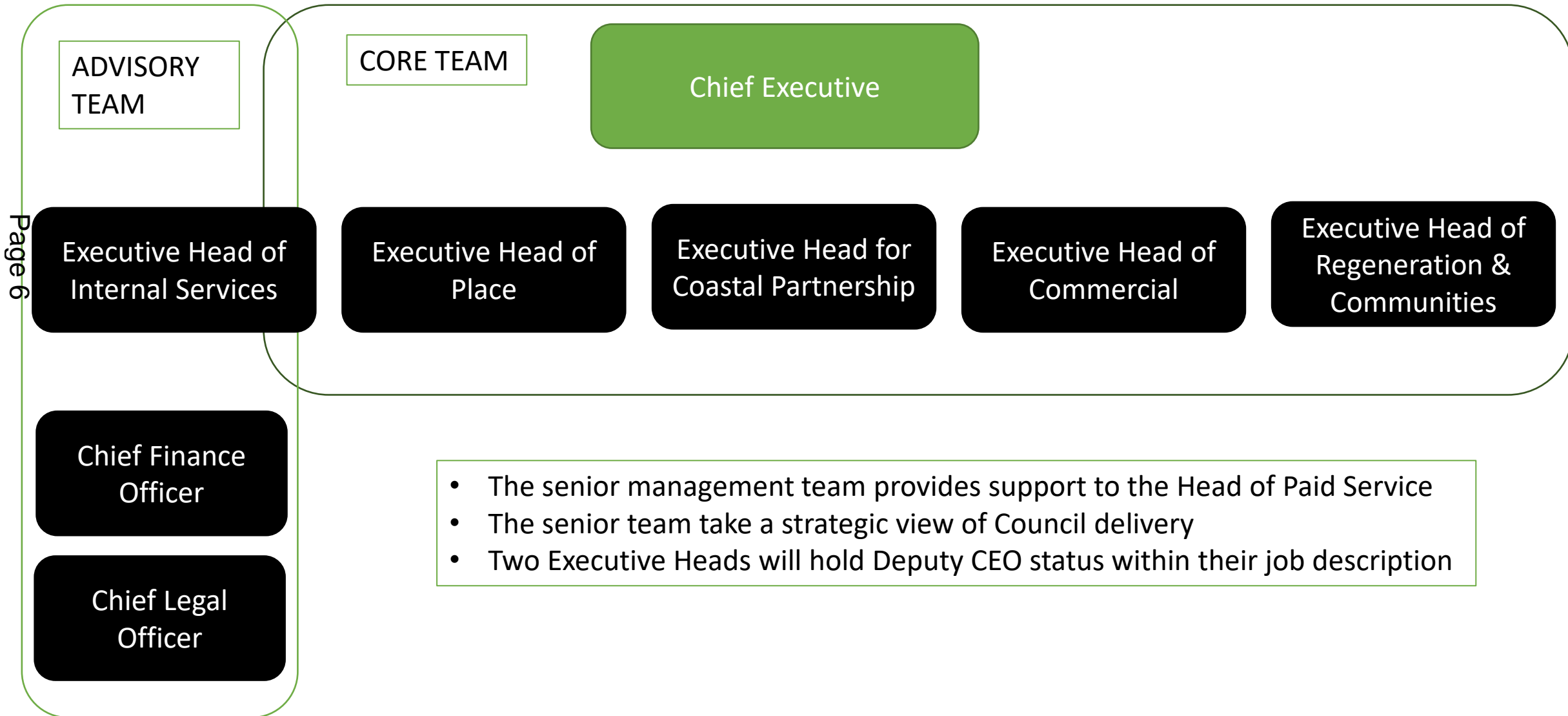
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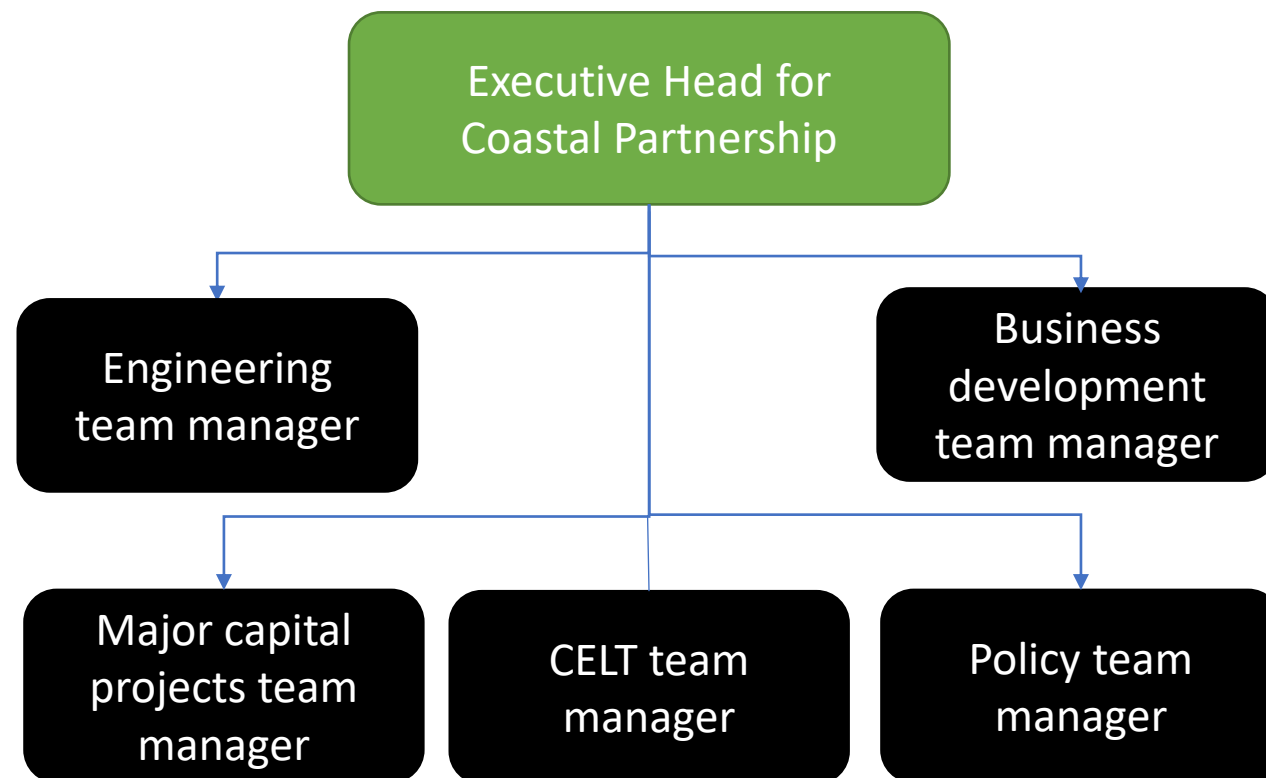


# SENIOR MANAGEMENT STRUCTURE



# Senior management team

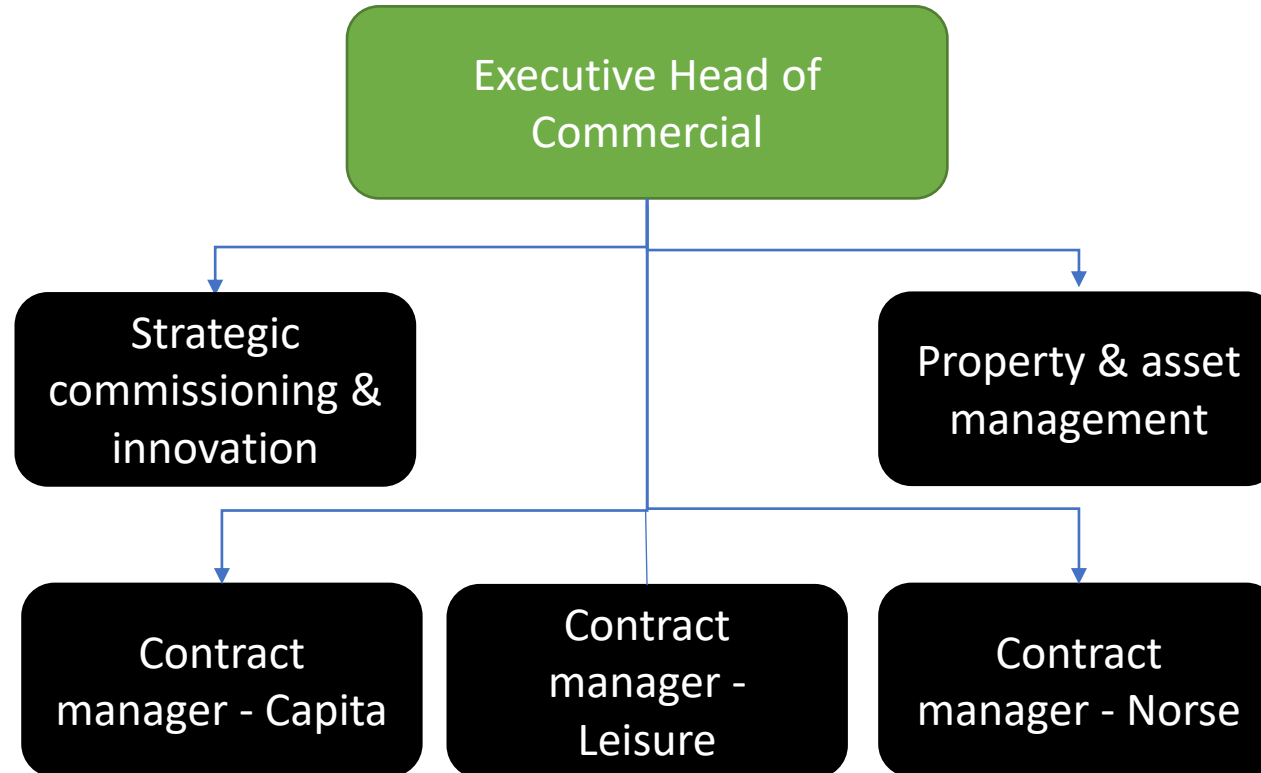




Safeguarding the best assets within Havant and providing an unparalleled service to others:

- Remains unchanged
- An example of partnership that brings financial and delivery excellence to the Council

# Commercial

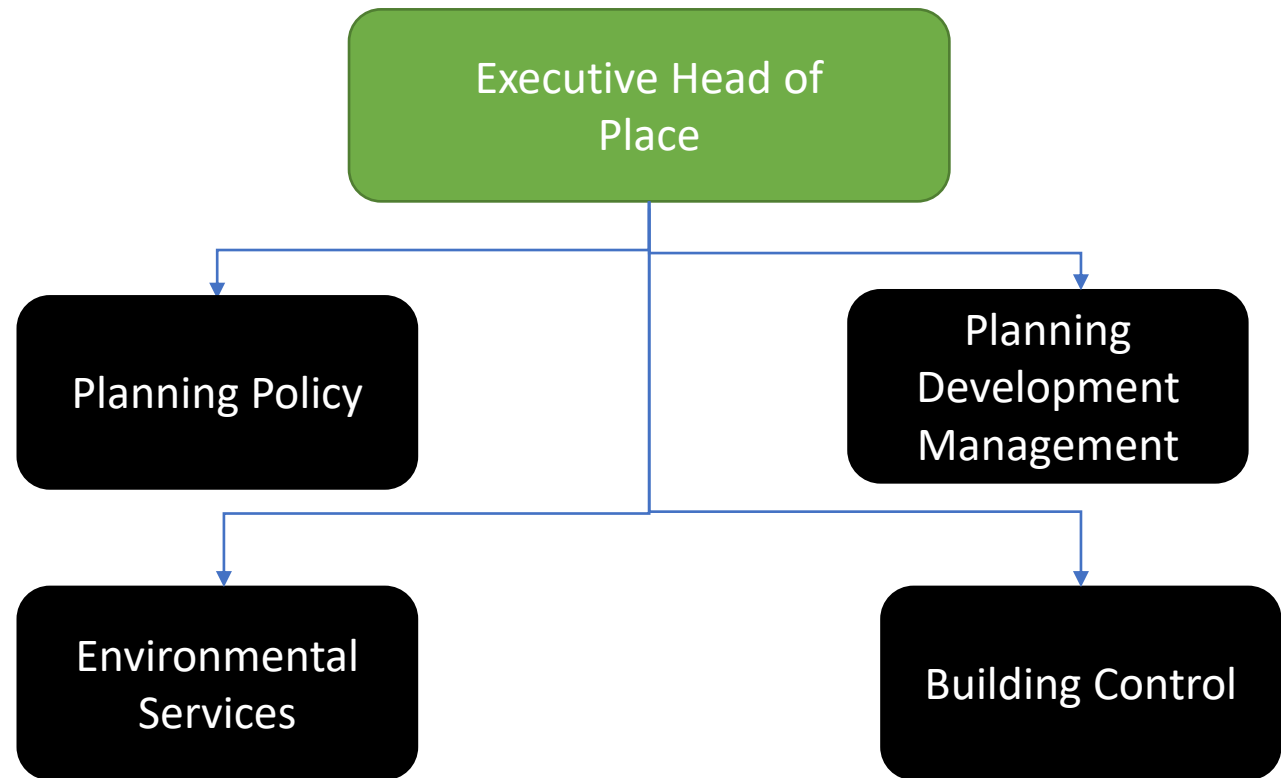


Designing a commercial and entrepreneurial way to work:

- Commercial opportunities and innovation
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  - Norse
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- Property, asset management
- Managing business relations supporting the CEO

## Place

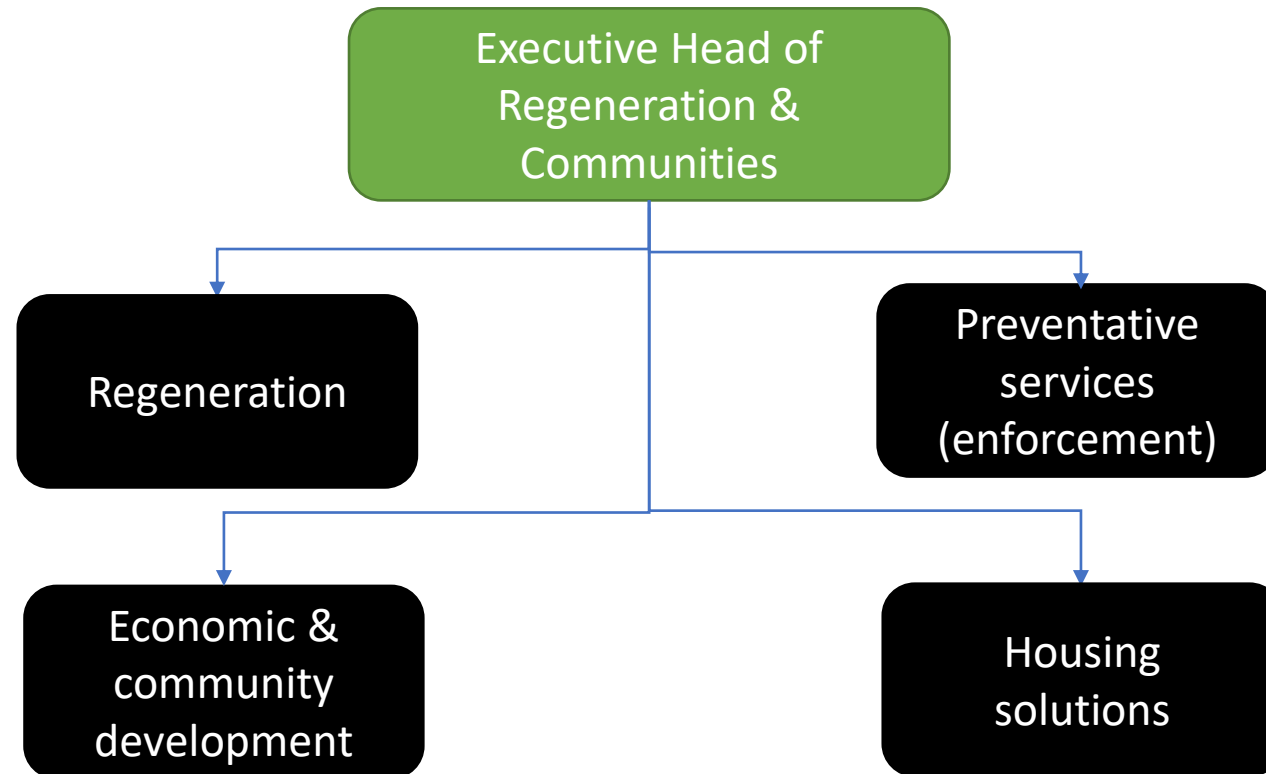
Page 9



### Building pride in place:

- Planning policy & CIL
- Development management
- Building Control
- Environmental health & environment control
- Delivering effective statutory services

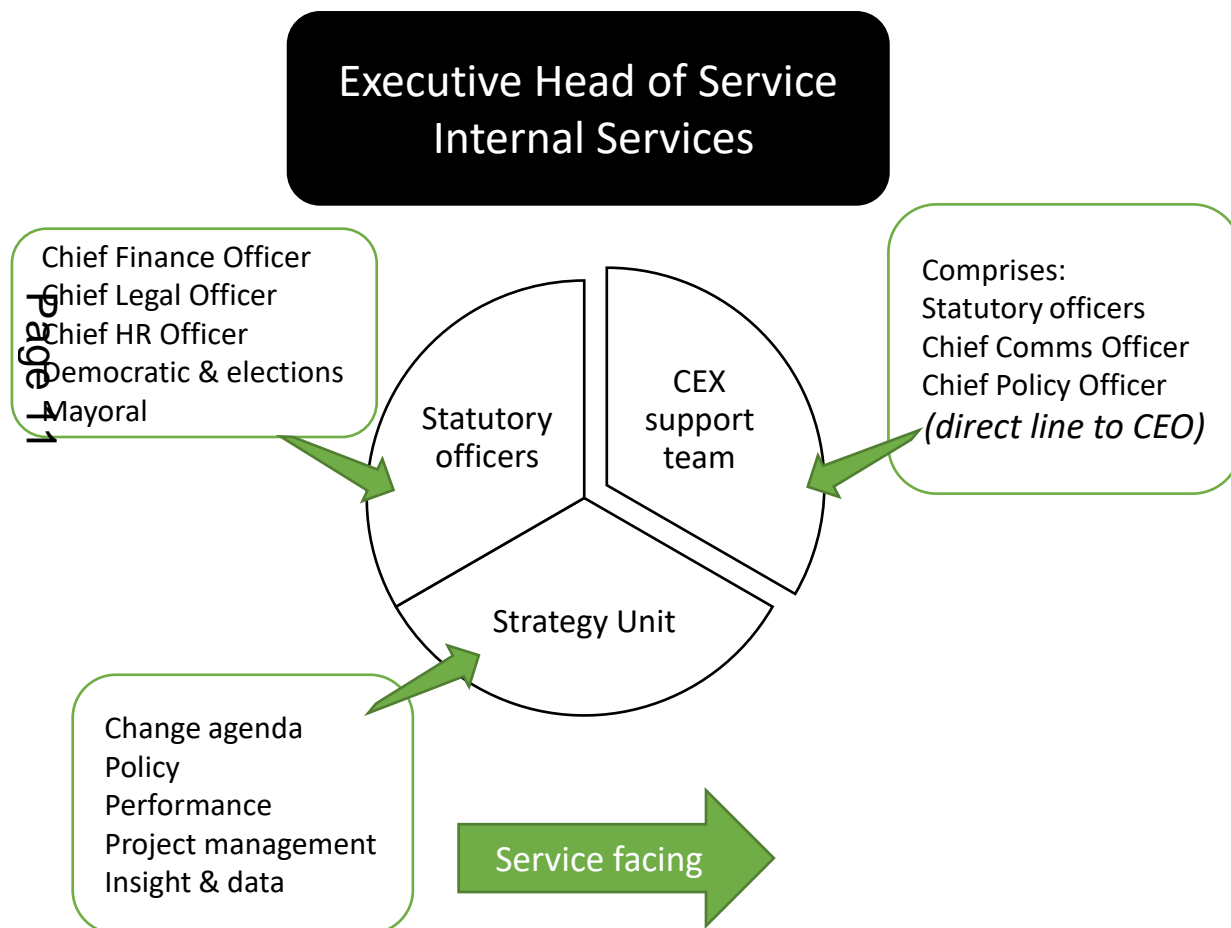
# Regeneration & Communities



Providing the solutions for tomorrow's Havant:

- Housing solutions to homelessness, affordable and social housing
- Multi-disciplinary prevention enforcement team
- Multi partner community and leisure teams
- Economic development aligned with community development

# Internal Services



Providing effective foundations to support the delivery of Havant Borough Council:

- Creating agile support services
- Provides direct support to CEO's statutory & political responsibilities

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of the Local Government Act 1972.

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**NON-EXEMPT**

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**HUMAN RESOURCES COMMITTEE**

**DATE 7 June 2022**

**Appointment of Executive Head of Commercial Services**

**Report by Interim Chief Executive (Head of Paid Service)**

**FOR DECISION**

**Key Decision: No**

**Report Number: HBC/057/2022**

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This report sets out the process for the appointment of the Executive Head of Commercial Services

### **2.0 Recommendation**

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**3.2** The Chief Executive, as Head of Paid Service, proposed a senior management structure for the standalone Council to Council on 13 April and, following member approval, consultation with staff began on 20 April. Havant Borough Council approved the final senior management structure on 18 May 2022.

**3.3** During the consultation process two people expressed an interest in the role of Executive Head of Commercial Services. One of those has also expressed an interest in the role of Head of Internal Services and subject to the outcome of that interview,

this Committee may be considering either one or both applicants for this role.

- 3.4 The purpose of this meeting is to consider the expressions of interest and make the decision whether to appoint an applicant.
- 3.5 The Executive Head of Commercial Services is a chief officer role reporting directly to the Chief Executive as set out in the attached structure chart at Appendix 1

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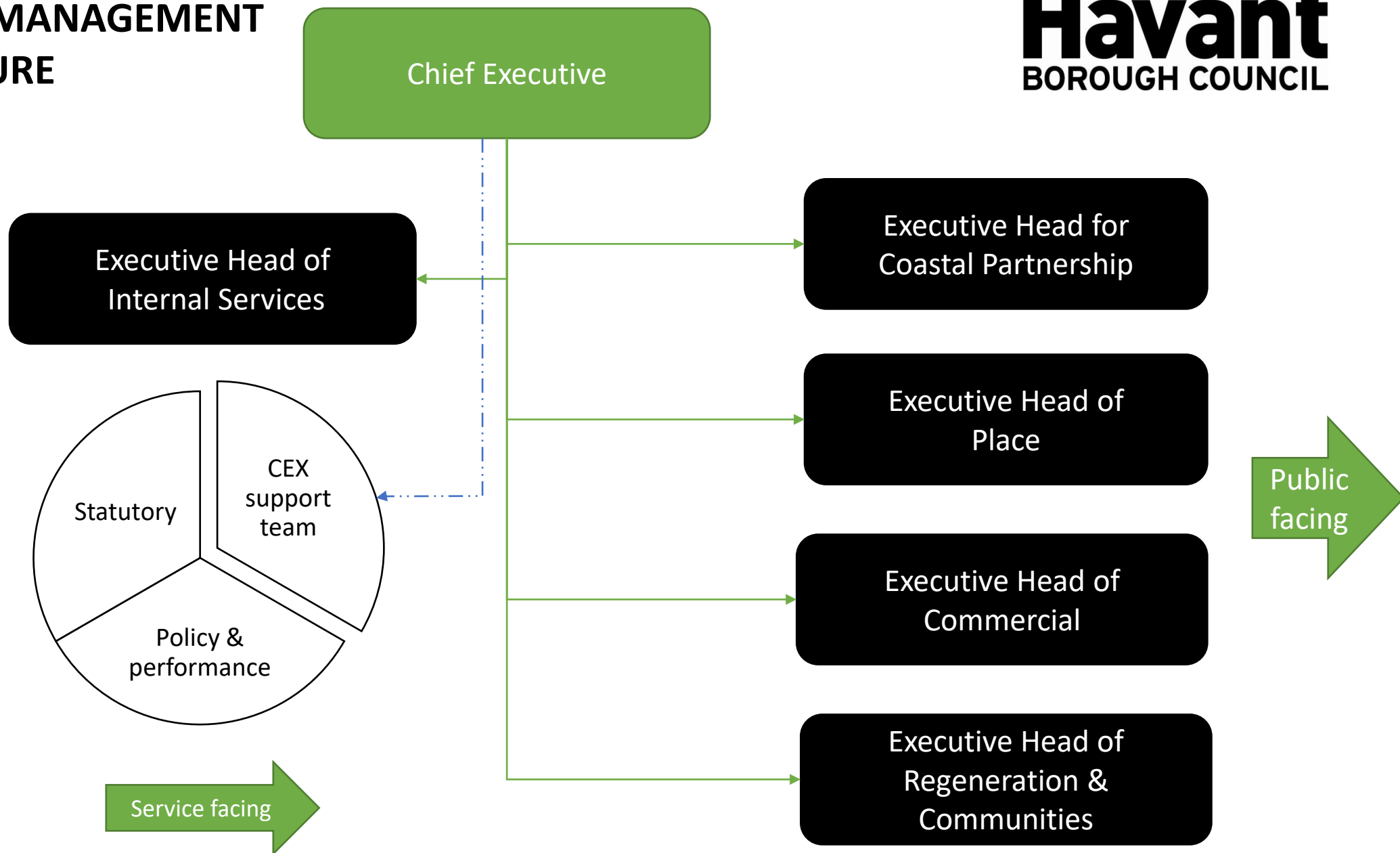
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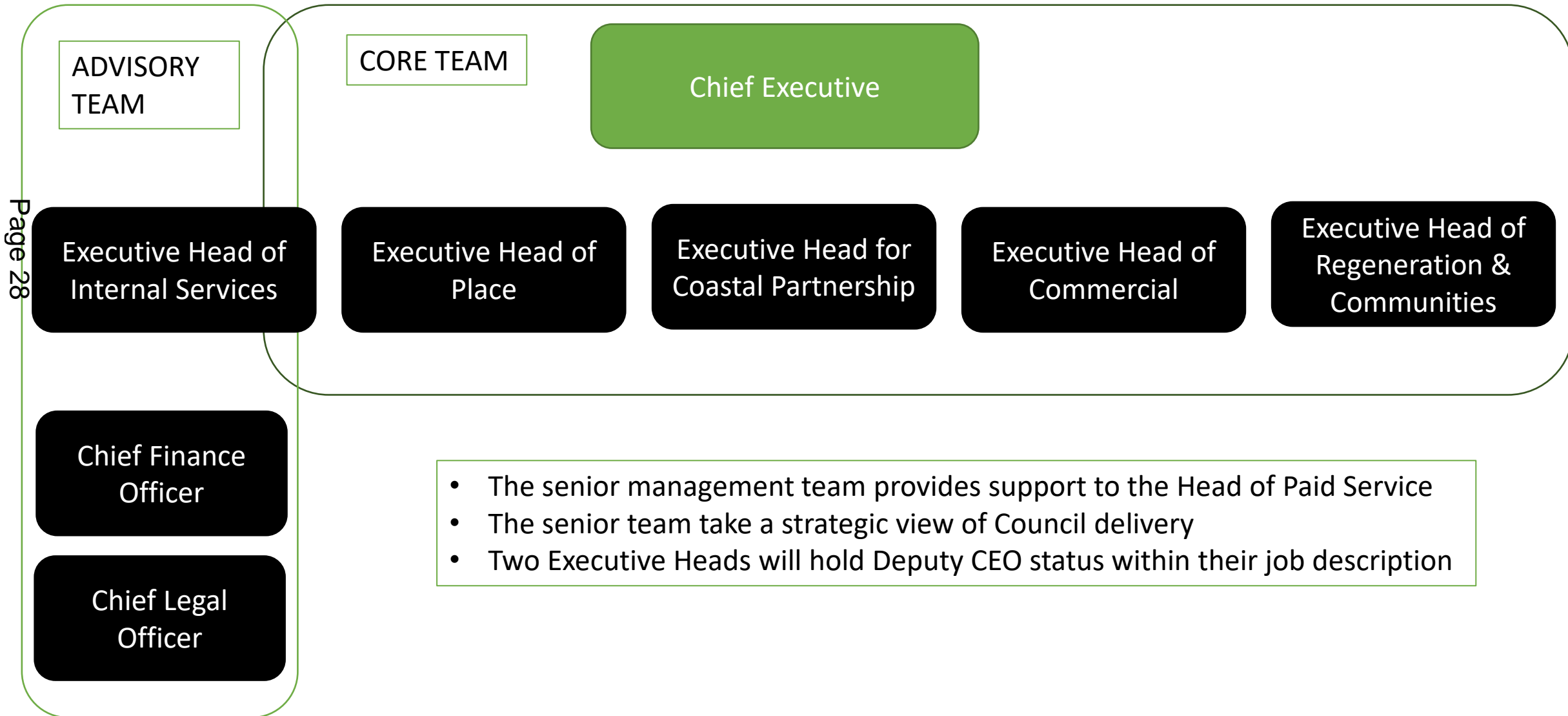
**Contact Officer:** Kim Sawyer  
**Job Title:** Interim Chief Executive  
**E-Mail:** kim.sawyer@havant.gov.uk

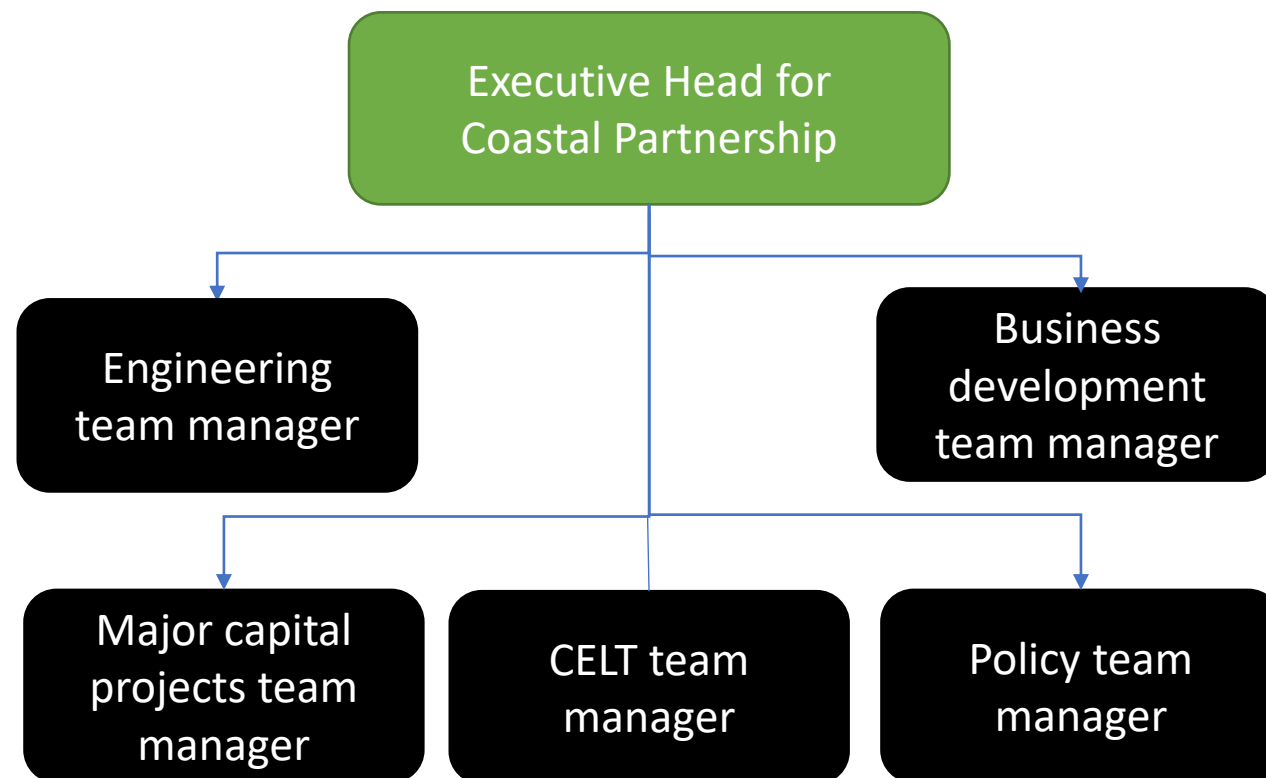
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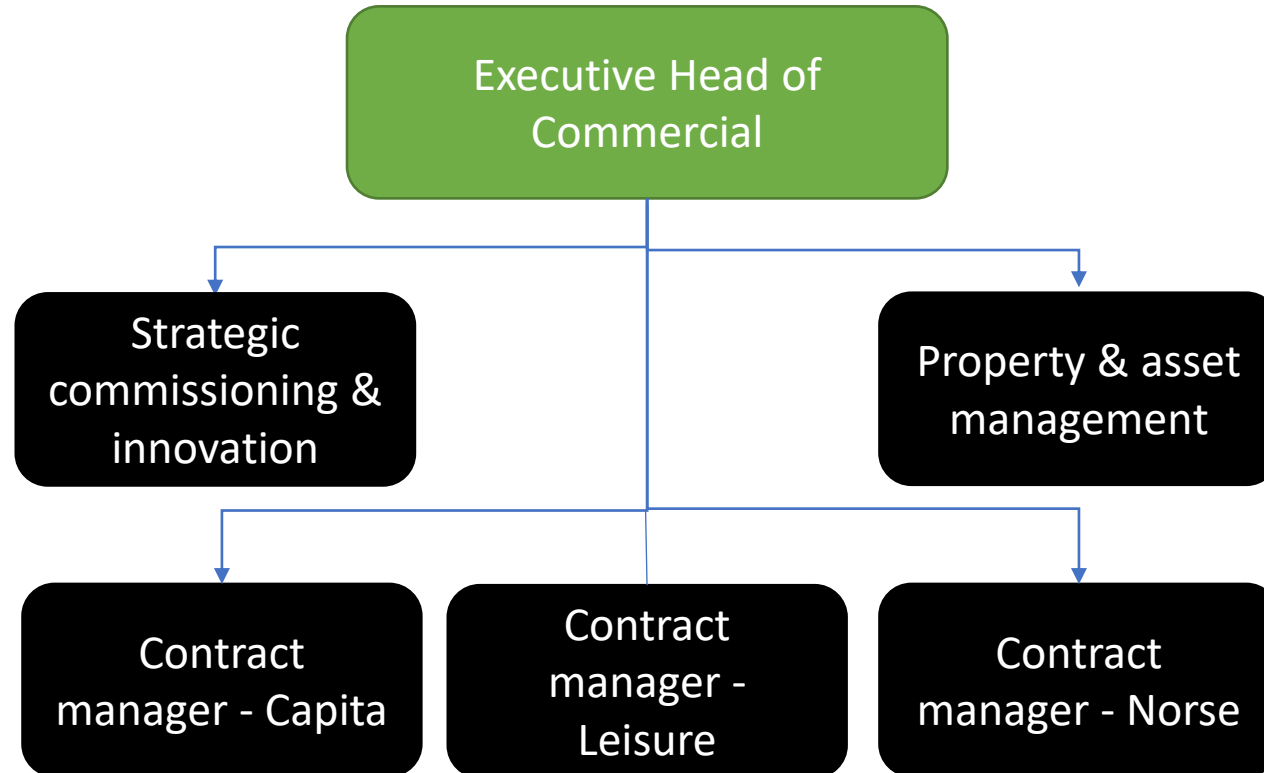




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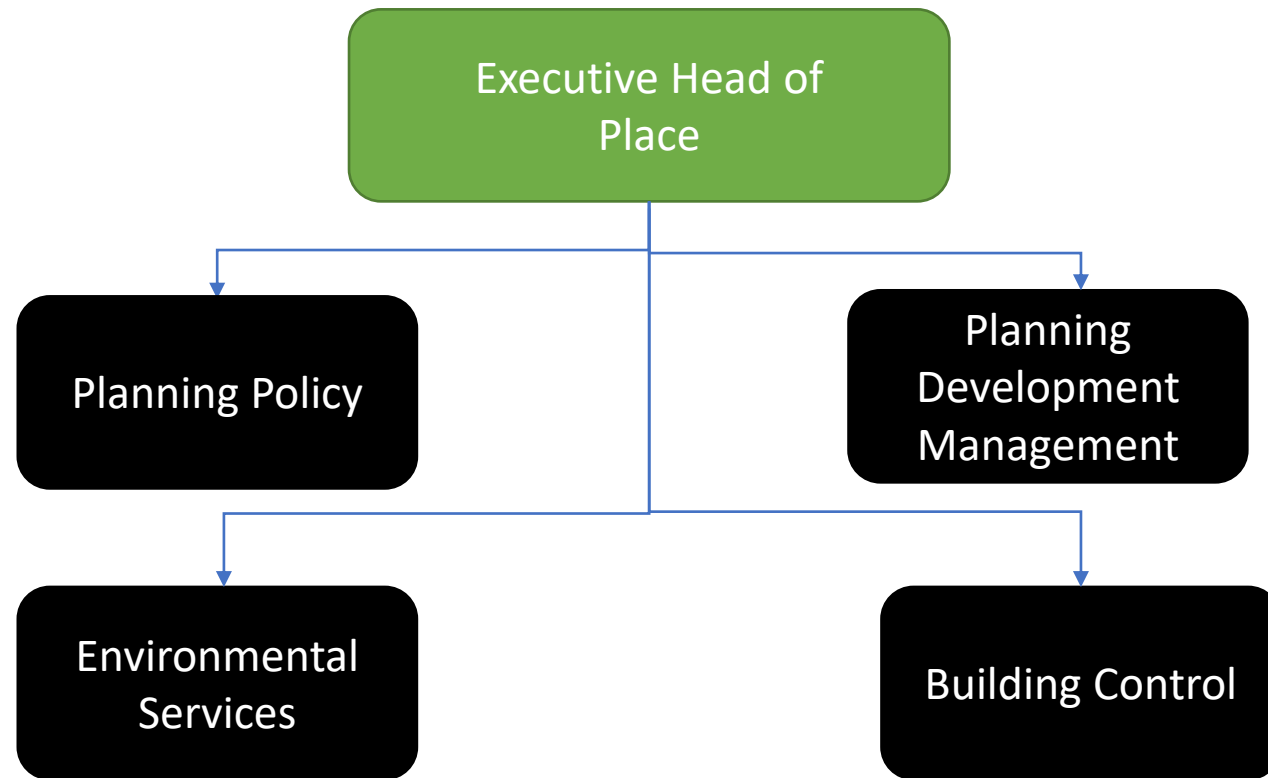


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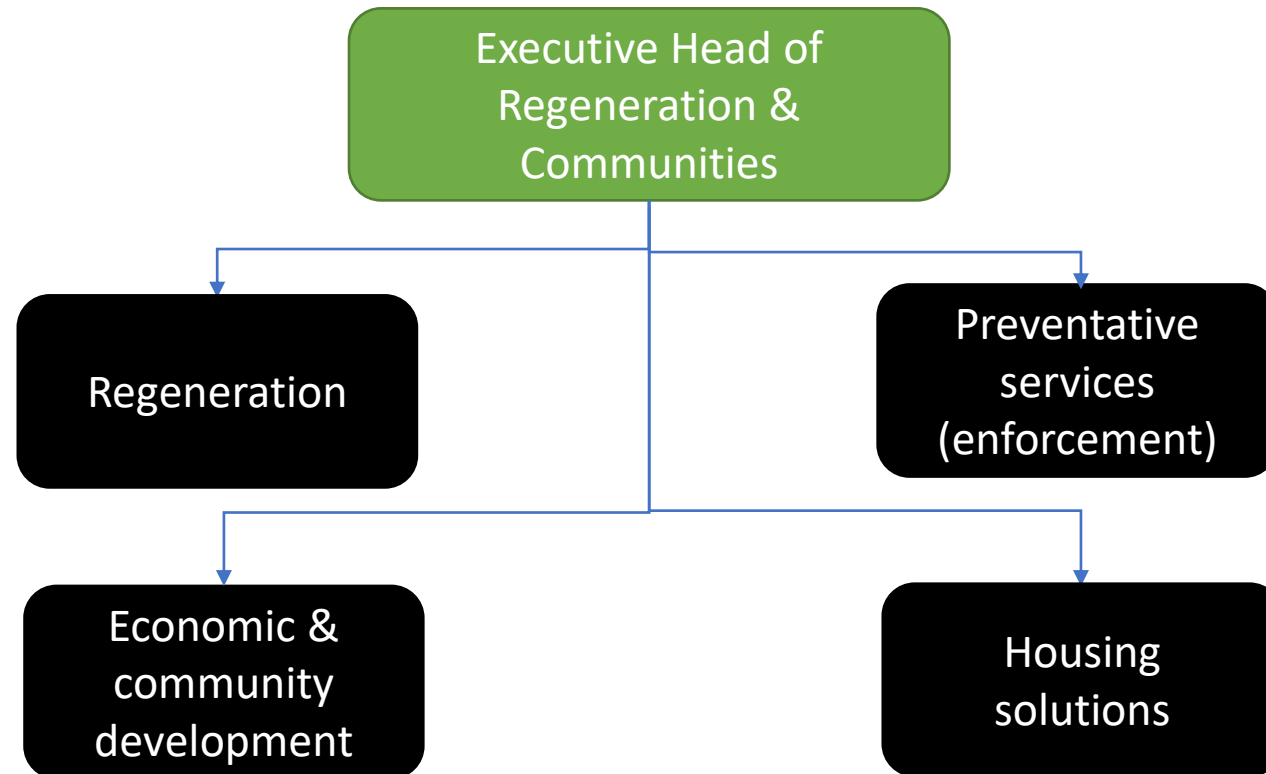
Page 31



### Building pride in place:

- Planning policy & CIL
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# Regeneration & Communities

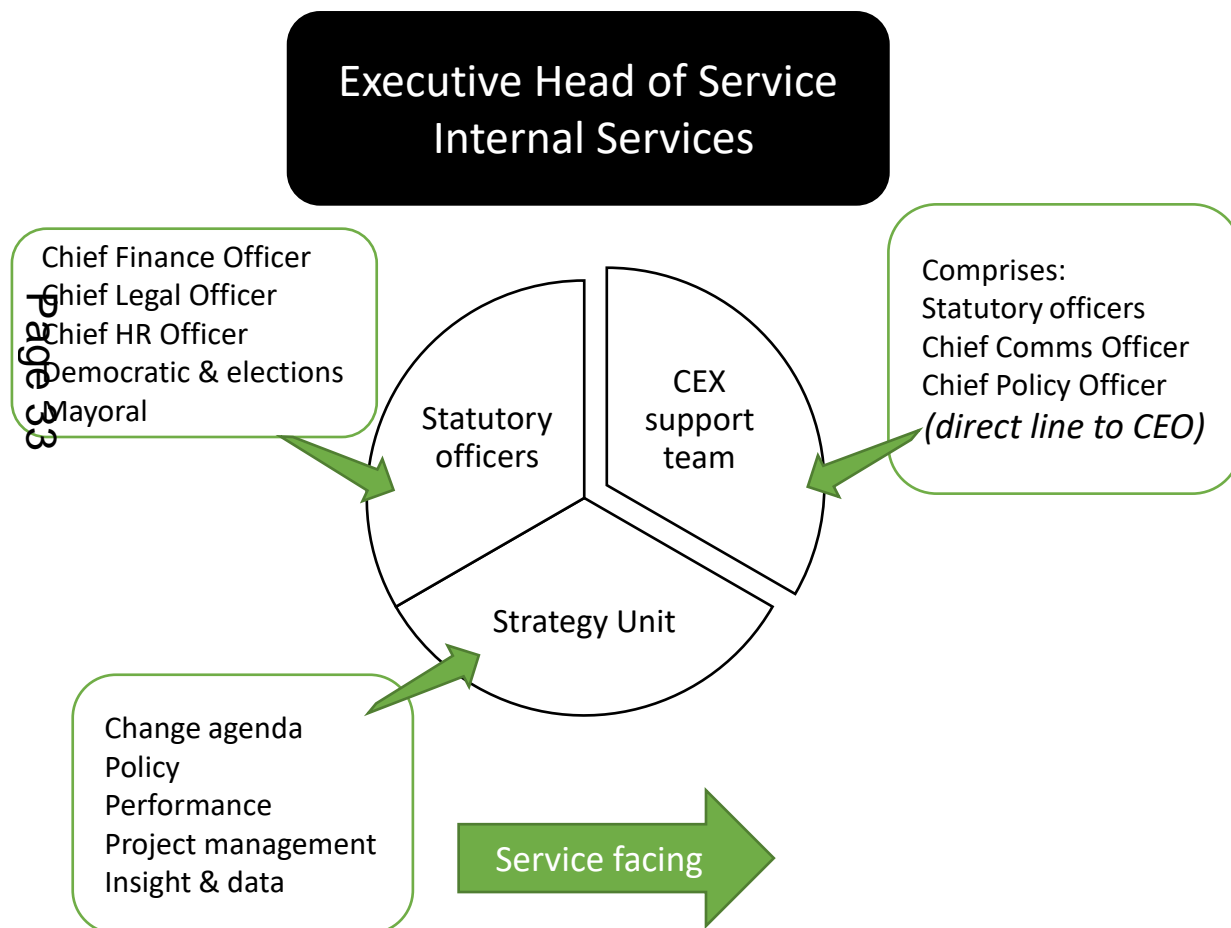


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