

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



Havant
BOROUGH COUNCIL

Telephone: 023 9244 6019
Website: www.havant.gov.uk

17 January 2024

SUMMONS

Dear Councillor

You are requested to attend the following meeting:

Meeting: Human Resources Committee
Date: Thursday 25 January 2024
Time: 3.30 pm
Venue: Tournerbury, Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Steve Jorden
Chief Executive

HUMAN RESOURCES COMMITTEE MEMBERSHIP

Chairman: Councillor Crellin

Councillors Diamond (Vice-Chairman), Briggs, Coates, Payter, Richardson, Kennett (Standing Deputy), Stone (Standing Deputy), Rennie and Robinson

Contact Officer: Emma Carlyle 02392 446151
Email: emma.carlyle@havant.gov.uk

AGENDA

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Part 1 (Items open for Public Attendance)	
1 Apologies for Absence	
To receive and record any apologies for absence.	
2 Minutes	1 - 4

To approve the minutes of the Human Resources Committee held on 04 October 2023.

3 Declarations of Interests

To receive any declarations of interests from Members present.

4 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 5 Appointment to Executive Head of Housing & Communities and Executive Head of Regeneration & Economic Development

(Paragraphs 1 to 2)

Paragraph 1 Information relating to any individual

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

Part 2 Confidential Items (Items not open for Public Attendance)

5 Appointment to Executive Head of Housing & Communities and Executive Head of Regeneration & Economic Development

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GENERAL INFORMATION

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Internet

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HAVANT BOROUGH COUNCIL

At a meeting of the Human Resources Committee held on 4 October 2023

Present

Diamond (Vice-Chairman), Briggs, Coates, Richardson and Stone (Standing Deputy)

32 Apologies for Absence

Apologies for absence were received from Councillor Crellin and Councillor Payter.

33 Minutes

RESOLVED that the minutes of the meeting of the Human Resources Committee held on 12 July 2023 be **APPROVED** as a correct record.

34 Declarations of Interests

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

35 Equality Policy Review

An update was provided in respect of this item by David Fairall, Chief HR Officer and Caren Ransom, Equality, Diversity and Inclusion Adviser. This was a three yearly review of the Equality Policy. Minor amendments had been made to the Policy which adhered to the statutory and legal requirements placed upon the Council under the Equality Act 2010.

The following points were raised during this item:

- The subsequent action plan alluded to in the report, in the event the Policy was approved, would look at all the procedures which sit behind the contents of the Policy and include HR monitoring and reporting such as annual publication of the composition of the workforce and gender pay gap. Face to face training on equality and diversity would start next year with the emphasis previously having been on e-learning.
- The report template was being updated to reflect equality and diversity implications.
- The Equality, Diversity and Inclusion Adviser now reported to the Chief HR Officer to take into account the overlap of equality and diversity matters and HR.
- The reference to the Equality Policy Review also covering councillors was welcomed.

RESOLVED that the revised Equality Policy 2023 be **APPROVED**.

36 Updates of HR Policies

The Chief HR Officer introduced the item. He confirmed that in keeping with the Workplan presented at the previous meeting in July, this was the first phase of updating the HR policies to ensure they were within their published review dates and were legally compliant. The changes included the updating of the wording of the Grievance and Disciplinary policies as set out in the report and also out of date job titles.

In response to questions from Members of the Committee, the Chief HR Officer advised as follows:

- During a formal disciplinary process employees had a right to be accompanied throughout the formal disciplinary process by a trade union representative or workplace companion.
- The Council would consider a four day, thirty seven hour condensed working week in the event it was requested by an employee and this was already covered within the flexible working policy. However, there were no plans to introduce such working patterns as standard. Flexible working was offered to staff currently, including the hybrid arrangement of hours being worked in the office and also at home. Ms Ransom added that in providing the hybrid arrangement the Council had responded to staff requests, including in focus groups and surveys during 2021.
- As requested, Mr Fairall would look to provide statistics on flexible working for the next meeting.

RESOLVED that the HR Committee **APPROVED** the proposed amendments to each of the eighteen policies set out in the report.

37 HR Workplan Update

The Chief HR Officer provided a verbal update at the meeting. The key aspects he highlighted regarding progress on the HR Workplan, published at the previous Committee meeting in July 2023, were as follows:

1. Review the HR Team – In addition to the Equality, Diversity and Inclusion Advisor, an apprentice had also joined the HR Team. There was a current vacancy for a HR Payroll Advisor. It was expected that once the position was filled, the HR Payroll Advisor would help to work on bringing the HR administration and payroll function back under the Council's own control.

Human Resources Committee (4.10.23)

2. Creating a Plan – The HR Team had held two whole day sessions before the Summer. It was intended to bring a more detailed plan to the Committee in December.
3. East Hants Separation / Contracts – this had now been completed. Hireful, the recruitment portal was no longer a joint portal and the online Virtual College had been re-modelled. There would be less emphasis on e-learning. The job evaluation site had also been separated.
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4. Policy Review – Phase 1 of this process had been completed following the Committee's approval of the HR Policies updates. Phase 2 would involve reviewing the look and feel of policies. This would potentially include an online handbook.
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5. Performance Management – there was an interim process in place modelled on a more traditional approach. The aim was to evolve to a model of continuous feedback with managers, including training needs, rather than annually.
 - Mr Fairall assured the Committee that whilst the envisaged future process would be intended to be less bureaucratic, it would cover the times when performance management needed to be more formal and matters would be fully documented with HR's support.
6. Utilise the Apprenticeship Levy – it was noted that there was a new apprentice in Communications as well as HR. Other departments were also actively looking at this option. The relevant portal had been updated.
7. Data Integrity and Management Information – The wider team now had access to the HR system, were able to run reports and provide data.
-
8. Training and Development Plan – this was linked to the Corporate Plan and the Chief Executive's objectives. It was being progressed with the Chief Executive and the Operational Leadership Team. Further updates would be provided to the Committee.
9. Review Payroll Provision – The Service contract was due to expire in 2025 and there would be a potential need to source a new HR system in 2024.

RESOLVED that the HR Workplan update be **NOTED**.

38 Additional Voluntary Contributions Progress

The Chief HR Officer, in his verbal update, referred to the Committee's decision at the March 2023 meeting to implement a Shared Cost Additional Voluntary Contributions (SCAVC) scheme for the Council's Local Government Pension

Scheme members. He advised that the pension scheme had been launched and in its second month, thirty five people had joined the SCAVC scheme.

The HR Team had arranged for Shaun Tetley, Head of Payroll, Pensions and Reward at Portsmouth City Council, who had addressed the Committee in March, to speak with staff about the SCAVC scheme both in June and at the beginning of October. Around fifty people had attended the in person sessions. He would also be providing an additional online session in November.

One hundred and five members of staff had signed up to the website in relation to the pension scheme and they would receive updates, including the webinars.

RESOLVED that the additional voluntary contributions progress update be **NOTED**.

The meeting commenced at 5.00 pm and concluded at 5.55 pm

Name of Committee:	HR Committee		
Committee Date:	25 January 2024		
Report Title:	Appointment to Executive Head of Housing & Communities and Executive Head of Regeneration & Economic Development		
Responsible Officer:	Matt Goodwin, Executive Head of Internal Services		
Cabinet Lead:	Councillor Neil Bowdell		
Status:	Part-Exempt		
Urgent Decision:	No	Key Decision:	No
Appendices:	4 x Covering Letters and CVs (Provided to the HR Committee separately, in confidence)		
Background Papers:	N/A		
Officer Contact:	Name: David Fairall, Chief HR Officer Email: david.fairall@havant.gov.uk		
Report Number:	HBC/069		

Corporate Priorities:

It is a constitutional requirement for the HR Committee to appoint Chief Officers. The Council's Chief Officers ensure that the Council delivers its corporate priorities.

Executive Summary:

- A total of four interviews have been arranged for the HR Committee (two for The Executive Head of Housing & Communities and two for The Executive Head of Regeneration & Economic Development)
- In accordance with the Council's constitution, the HR Committee may appoint a candidate for each role following the interview process

Recommendations:

Following the interview process, should an appropriate candidate or candidates be identified, the HR Committee is recommended to make an offer of appointment for:

- 1) The Executive Head of Housing & Communities
- 2) The Executive Head of Regeneration & Economic Development

1.0 Introduction

- 1.1 This report presents the shortlisted candidates to the HR Committee ahead of the interviews arranged on 25 January 2024.

2.0 Background

- 2.1 These two vacancies were advertised in The MJ, on the Council's website and through Hireful (our recruitment portal) on 16 November 2023 with a closing date of 7 December 2023.
- 2.2 We received 18 applications for Executive Head of Housing & Communities and 21 for Executive Head of Regeneration & Economic Development.
- 2.3 These were shortlisted for a first round of interviews held by the Chief Executive, Executive Head of Internal Services and Chief HR Officer, where two candidates were interviewed for Executive Head of Housing & Communities and five for Executive Head of Regeneration & Economic Development (a further two having withdrawn after being shortlisted for this position).
- 2.4 The first panel was mainly technical in focus and looked at operational, line management and strategic aspects of each role. Candidates were asked to evidence relevant capabilities and experience to support a clear fit with the needs and ambitions of the Authority.
- 2.5 The application details for the four candidates qualified to be put forward to final interviews with the HR Committee are attached to this report. Given the personal information contained within the applications, these have been provided in separate appendices to the HR Committee in confidence.

3.0 Options

- 3.1 The HR Committee could choose to appoint to one, both or neither position following completion of the interviews.

4.0 Relationship to the Corporate Strategy

- 4.1 It is a constitutional requirement for the HR Committee to appoint Chief Officers. The Council's Chief Officers ensure that the Council delivers its corporate priorities.

5.0 Conclusion

5.1 The HR Committee has been provided with qualified candidates to select from and may choose to appoint following the interview process.

6.0 Implications and Comments

6.1 S151 Comments: Members of the committee should be assured that the funding for both positions is included in the proposed budget to be approved by Full Council on 28th February 2024.

6.2 Financial Implications: No direct implications

6.3 Monitoring Officer Comments: In accordance with the Council's Officer Employment Standing Orders, it is a matter for the HR Committee to appoint the Council's most senior officers. This ensures political oversight of the recruitment of the Council's senior team.

6.4 Legal Implications: No direct implications

6.5 Equality and Diversity: No direct implications

6.6 Human Resources: No direct implications

6.7 Information Governance: No direct implications

6.8 Climate and Environment: No direct implications

7.0 Risks

7.1 There are no risks associated with this paper.

8.0 Consultation

8.1 No consultation required.

9.0 Communications

9.1 Any appointments will be communicated internally and externally, as required.

Agreed and signed off by:		Date:
Cabinet Lead:	Councillor Neil Bowdell	16/01/2024
Executive Head:	Matt Goodwin	16/01/2024
Monitoring Officer:	Jo McIntosh	16/01/2024
Section151 Officer:	Steven Pink	17/01/2024

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