

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](http://www.havant.gov.uk)

12 February 2024

## SUMMONS

Dear Councillor

You are requested to attend the following meeting:

**Meeting:** Human Resources Committee  
**Date:** Tuesday 20 February 2024  
**Time:** 3.30 pm  
**Venue:** Tournebury Room , Public Service Plaza, Civic Centre Road,  
Havant PO9 2AX

The business to be transacted is set out below:

Steve Jordan  
Chief Executive

## HUMAN RESOURCES COMMITTEE MEMBERSHIP

**Chairman:** Councillor Crellin

Councillors Diamond (Vice-Chairman), Briggs, Coates, Payter and Richardson

Contact Officer: Emma Carlyle 02392 446151  
Email: [emma.carlyle@havant.gov.uk](mailto:emma.carlyle@havant.gov.uk)

## AGENDA

### Part 1 (Items open for Public Attendance)

**1 Apologies for Absence**

To receive and record any apologies for absence.

**2 Minutes**

To approve the minutes of the Human Resources Committee held on

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25 January 2024 and 31 January 2024.

**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 Commercial**

(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 Commercial**

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## **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 6019**

### **Internet**

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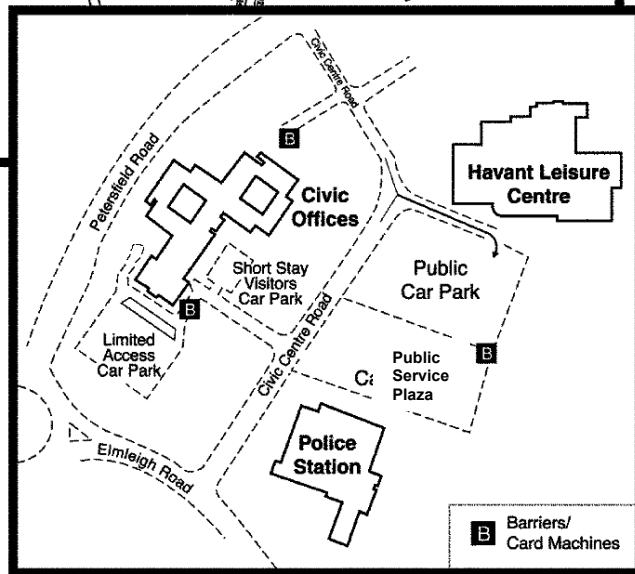
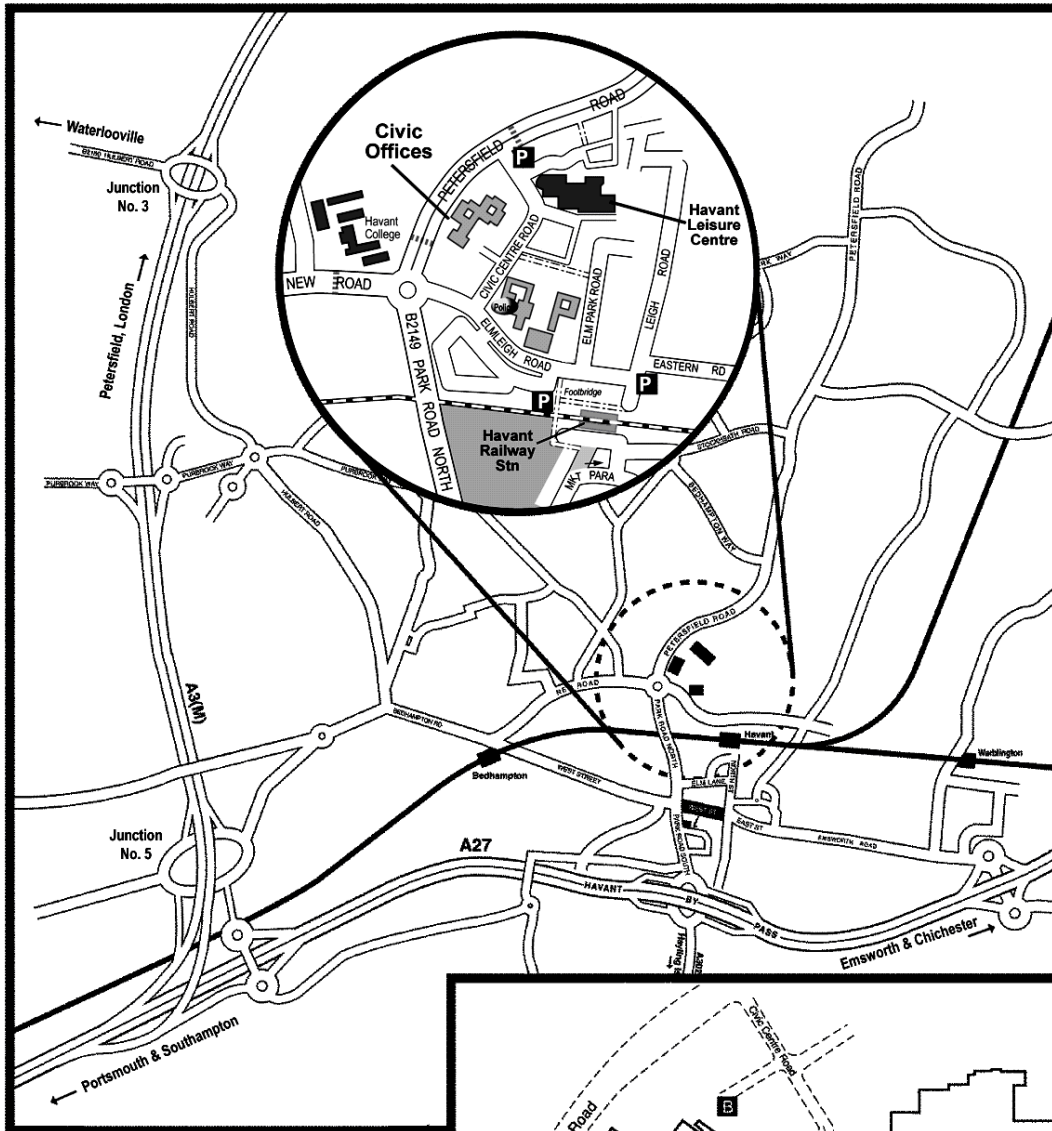
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## HAVANT BOROUGH COUNCIL

At a meeting of the Human Resources Committee held on 25 January 2024

Present

Crellin (Chairman), Briggs, Coates, Richardson, Stone (Standing Deputy), Rennie and Robinson

### **39 Apologies for Absence**

Apologies for absence were received from Councillor Diamond.

### **40 Minutes**

RESOLVED that the minutes of the meeting of the Human Resources Committee held on 04 October 2023 be approved as a true record and signed by the Chairman.

### **41 Declarations of Interests**

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

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

RESOLVED that the public be excluded from the meeting during consideration of the minute 43 because it was 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 those minutes there would be disclosure to them of exempt information of the descriptions specified in paragraphs 1 and 2 of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

### **43 Appointment to Executive Head of Housing & Communities and Executive Head of Regeneration & Economic Development**

The Chief Executive introduced the Committee to the item.

The Human Resources Committee conducted interviews for posts of the Executive Head of Regeneration and Economic Development and Executive Head of Housing and Communities.

(The Committee adjourned between each interview session)

RESOLVED that:

1. The preferred candidate be appointed Executive Head of Housing and Communities; and

2. The preferred candidate be appointed Executive Head of Regeneration and Economic Development

**The meeting commenced at 3.30 pm and concluded at 9.25 pm**

## HAVANT BOROUGH COUNCIL

At a meeting of the Human Resources Committee held on 31 January 2024

Present

Crellin (Chairman), Briggs, Coates and Stone (Standing Deputy)

### **44 Apologies for Absence**

Apologies for absence were received from Councillors Diamond and Payter.

### **45 Declarations of Interests**

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

### **46 Reserve Forces Training and Mobilisation Policy - Increased Leave**

The Chief Human Resources Officer introduced a report proposing amendments to the Council's existing Reserve Forces Training and Mobilisation Policy.

The Committee discussed the report in detail, including the options available to the Committee. The Chief Human Resources Officer responded to questions raised.

During the question and answer session, the Chief Human Resources Committee agreed to explore ways of promoting the policy through recruitment drives and to report back to a future meeting of the Committee.

Following a debate, the Committee voted to agree the revised policy for the reasons set out in the report.

It was therefore,

RESOLVED that submitted revised Reserve Forces Training and Mobilisation Policy be approved.

### **47 Pay Policy Statement 2024/25**

The Chief Human Resources Officer introduced a report setting out the 2024/25 Pay Policy Statement.

The Committee discussed the report in detail, including the options available to the Committee. The Chief Human Resources Officer responded to questions raised.

Following a debate, the Committee voted to recommend Council to adopt the statement for the reasons set out in the report.

It was therefore,

RESOLVED that Council be RECOMMENDED to approve the submitted Pay Policy Statement for 2024/25.

**48 2023/24 Pay Awards**

The Chief Human Resources Officer updated the Committee on the 2023/24 pay awards and answered questions raised by Members of the Committee.

RESOLVED that the 2023/24 pay awards be noted.

**49 Service Updates**

The Chief Human Resources Officer updated the Committee on recruitment and the payroll and human resources service.

The Human Resources Chief Officer answered questions raised by Members of the Committee.

RESOLVED that the update be noted.

**The meeting commenced at 5.00 pm and concluded at 5.56 pm**



<b>Name of Committee:</b>	HR Committee		
<b>Committee Date:</b>	20 February 2024		
<b>Report Title:</b>	Appointment to Executive Head of Commercial		
<b>Responsible Officer:</b>	Matt Goodwin, Executive Head of Internal Services		
<b>Cabinet Lead:</b>	Councillor Neil Bowdell		
<b>Status:</b>	Part-Exempt		
<b>Urgent Decision:</b>	No	<b>Key Decision:</b>	No
<b>Appendices:</b>	2 x Covering Letters and CVs (Provided to the HR Committee separately, in confidence)		
<b>Background Papers:</b>	N/A		
<b>Officer Contact:</b>	Name: David Fairall, Chief HR Officer Email: david.fairall@havant.gov.uk		
<b>Report Number:</b>	HBC/079		

**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:**

- Two interviews have been arranged for the HR Committee
- In accordance with the Council's constitution, the HR Committee may appoint a candidate for the Executive Head of Commercial role following the interview process

**Recommendations:**

Following the interview process, should an appropriate candidate be identified, the HR Committee is recommended to make an offer of appointment for the Executive Head of Commercial.

## **1.0 Introduction**

- 1.1 This report presents the shortlisted candidates to the HR Committee ahead of the interviews arranged on 20 February 2024.

## **2.0 Background**

- 2.1 Candidates were sourced through an executive search process led by Tile Hill commencing on 4 December 2023 with a closing date of 7 January 2024.
- 2.2 Tile Hill received 17 applications and presented these to the Chief Executive, Executive Head of Internal Services and Chief HR Officer as an initial longlist, with an overview of each candidate and suggested ranking against the criteria of the role.
- 2.3 Of these, nine candidates were selected for a technical round of interviews organised by Tile Hill.
- 2.4 The same representatives from the Council were presented with a pack containing feedback from these interviews and three candidates were chosen to attend face-to-face officer-led interviews.
- 2.5 These officer-led interviews 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.
- 2.6 The application details for the two 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 the position following completion of the interviews or not to appoint any candidate.

## **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 this position 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.

<b>Agreed and signed off by:</b>		<b>Date:</b>
<b>Cabinet Lead:</b>	Councillor Neil Bowdell	10/02/24
<b>Executive Head:</b>	Matt Goodwin	09/02/24
<b>Monitoring Officer:</b>	Jo McIntosh	09/02/24
<b>Section151 Officer:</b>	Steven Pink	09/02/24

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