

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 21 October 2015

Present

Councillor East Hampshire District Councillor Ken Carter (Chairman)

Councillors: Mrs Blackett, Hart, Patrick, Onslow, Thomas and Shimbart

6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Buckley, Noble, Saunders and Satchwell.

7 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Angela Sturgess, Human Resources Advisor and Michelle Wakefield, Human Resources Business Partner to the meeting.

8 MINUTES

The Minutes of the meeting of the Joint Human Resources Committee held on 3 June 2015 were agreed as a correct record and signed by the Chairman.

9 COUNCILLOR DEVELOPMENT STRATEGY

The Committee considered a report providing details of a Councillor Development Strategy which had been developed specifically for each Council. The strategies aimed to provide a clear framework for Councillor development based on individual and organisational needs.

It was noted that Havant Borough Council had adopted its Councillor Development Strategy: the strategy for East Hampshire District Council would be considered by Cabinet on 5 November 2015.

It was reported that an interactive brochure was being prepared which would enable Councillors to readily access the various documents relating to the strategies/councillor development.

The Committee also received details of the Elearning Courses proposed to be offered to Councillors under these strategies and considered the best way to role out these strategies to Councillors.

RESOLVED that:

- (a) the content of the report, and the Councillor Development Strategies be noted together with the proposed addition of Role Descriptions for the Chairman and members of the Joint Human Resources Committee;
- (b) two joint training sessions be held to promote the Council Development Strategies: one session to be held during normal working hours and the other during the evening; and
- (c) Elearning courses for Councillors to be tested by Cabinet Leads/Portfolio Holders and members of the Joint Human Resources Committee.

10 COUNCILLOR COMPETENCY FRAMEWORK

The Committee considered a report setting out Councillor Competency Frameworks which had been developed specifically for each Council.

It was noted that Havant Borough Council had adopted its Councillor Competency Framework: the framework for East Hampshire District Council would be considered by Cabinet on 5 November 2015.

The Committee considered the best way to role out the frameworks to Councillors.

RESOLVED that:

- (a) the content of the report, and the Councillor Competency Frameworks be noted;
- (b) two joint training sessions on the Councillor Competency Frameworks be held at the same time as the sessions to promote the Councillor Development Strategies (Minute 9/10/2015).

11 SHARED PARENTAL LEAVE

The Committee considered a report setting out the proposed Parental Leave Procedure for East Hampshire District Council and Havant Borough Council.

RESOLVED that the Shared Parental Leave Procedure as submitted be approved.

12 INDUCTION AND PROBATION

Joint Human Resources Committee (21.10.15)

The Committee considered a report setting out the proposed Induction and Probation Procedures for East Hampshire District Council and Havant Borough Council.

The Committee considered that the procedures should be amended to ensure fixed term positions and secondments were subject to a probation period within six months of commencing the position.

RESOLVED that the Induction and Probation Procedures as submitted be approved subject to the following amendment:

Paragraph 5.1 be amended to read:

“All employees will be subject to a probation period in a new role as follows;

- Permanent positions – 6 months
- Fixed term positions and secondments – equivalent to one quarter of the contract length or 6 months whichever is the shorter”

The meeting commenced at 4.00 pm and concluded at 5.04 pm

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Chairman