

NON EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

Joint Human Resources Committee

27th March 2015

Joint HR Committee Terms of Reference Report by Caroline Tickner, Service Manager (HR)

FOR DECISION: YES

Portfolio: Governance & Logistics: Councillors Branson & Millard

Key Decision: No

1.0 Purpose of Report

- 1.1 An opportunity has been taken to review the current terms of reference for Joint HR Committee members. This review has been undertaken to ensure that the terms of reference support a modern way of working.
- 1.2 This report provides Joint HR Committee with proposals for a revised set of terms and seeks Joint HR Committee approval for the implementation of these changes.

2.0 Recommendation

That Joint Human Resources recommend to Full Council that the revised terms of reference as attached at Appendix A are approved.

3.0 Introduction

- 3.1 The Joint HR Committee terms of reference were last amended by Full Council at HBC on 17th October 2012 and EHDC on 25th October 2012 and further amended on 8th May 2013 (HBC) and on 9th May 2013 (EHDC). These revisions were made due to the formation of a Joint HR Committee to support partnership working.
- 3.2 Since this time there have been a significant number of organisational changes to modernise and change the way services are delivered. This has resulted in each Council reviewing current practice to ensure decision making can be made in a business like, risk based and agile way. This includes the way in which we deal with all types of employment matters.

3.3 This paper sets out the purpose and role of Joint HR Committee and proposes a revision to the current terms of reference to reflect the business like and agile way we are dealing with matters to ensure we are a modern employer.

4.0 Subject of the report

4.1 The purpose of the Joint HR Committee is to take a corporate strategic view on each Council's Human Resource policies to ensure they contribute effectively to the overall delivery of the corporate strategy and to ratify officer led decisions on employment matters (where appropriate).

4.2 The role of Joint HR Committee is to act as a reality check for the interface between HR and the rest of the organisation to ensure proposed HR Policy aims support the delivery of the corporate strategy and make sense for the organisation as a whole.

4.3 The main policy areas covered by Joint HR Committee are:

- Recruitment and resourcing
- Pay, pensions and rewards
- Employee relations
- Learning
- Health and absence management
- Health and safety
- Dignity at work/equal opportunities
- Conduct of employees

4.4 The proposed terms of reference can be found at Appendix A. The terms of reference have been amended slightly to a) modernise and b) reduce the risk to the Council and to Councillors when dealing with the conduct of employees specifically regarding appeal processes.

5.0 Conclusions

5.1 In conclusion, ensuring we can respond in a business focused and agile way ensures that we can act as a modern employer. The proposed changes to the Joint HR Committee Terms of Reference meets this aim.

6.0 Implications

Financial

6.1 There are no financial implications associated with this item.

Legal

6.2 There is particular concern about the prospect of a Councillor being put in the position of representing the Council at an Employment Tribunal without the necessary skills and knowledge. The proposals mitigate this risk.

Strategy

6.3 Revisions to the terms of reference reflect modern working practices whilst keeping the important democratic process.

For the Community

6.4 None to report.

Risks

65 As detailed at 5.2

Communications/Public Relations

6.6 None to report.

East Hampshire/Havant

6.7 None to report.

7.0 Links to other projects

7.1 This supports the HR strategy and People Plan.

Background papers: n/a

Appendices:

Appendix A: Joint Human Resources Committee's Terms of Reference

Agreed and signed off by:

Executive Head for Governance and Logistics: 18.3.15 (signed off by Gill Kneller, Executive Director in the absence of the Executive Head for Governance & Logistics)

Legal Services: 18.3.15

Executive Head for Marketing and Development: 18.3.15

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