

## EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 11 June 2013

Present

Councillor Carter (Chairman)

Councillors

East Hampshire District Council: Councillors Glass, Johnson, Moulard, Onslow and Wherrell

Havant Borough Council: Councillors Mrs Blackett, Hart, Hilton, Shimbart and Mrs Smallcorn (Vice-Chairman)

### **9. APOLOGIES FOR ABSENCE**

Apologies for Absence were received from Councillor Mark Johnson.

### **10. MINUTES**

The minutes of the meeting of the Joint Human Resources Committee held on 14 May 2013 were agreed as a correct record.

### **11. MATTERS ARISING**

There were no matters arising from the minutes of the last meeting.

### **12. DECLARATIONS OF INTERESTS**

There were no declarations of interest from any of the members present.

### **13. CHAIRMAN'S REPORT**

There were no matters the Chairman wished to report.

### **14. PEOPLE PLAN 2013-14**

The Committee considered a report giving an overview of the draft People Plan for 2013-14. The Committee noted that the Plan would be subject to further review by both Councils to reflect changing strategic priorities.

In response to a member of the Committee, the officers undertook to provide an update in the Councillors' Newsletter on the implementation of the Hampshire County Council IT system at East Hampshire, and how this will improve compatibility and flexibility across both Councils and with other partners.

RESOLVED that the draft People Plan for 2013-14 be noted and that the Plan remains subject to review by both Councils.

**15. CORPORATE TRAINING PLAN**

The Committee considered a report giving an overview of the corporate training needs analysis undertaken during Quarter 4 of 2012-13 and the draft Corporate Training Plan that had been developed for 2013-14.

The Committee noted that the Plan would be subject to further review by both Councils to reflect changing strategic priorities.

RESOLVED that

- (1) the report be noted, subject to the addition of “, provided by both Councils,” after “corporate training plan” in paragraph 5.3; and
- (2) the draft Corporate Training Plan for 2013-14 be noted and that the Plan remains subject to review by both Councils.

**16. COUNCILLOR TRAINING PROGRAMME**

The Committee considered a report on the draft Councillor Training Programme. The Committee noted that the Programme would be subject to further review by both Councils to reflect changing strategic priorities.

In response to concerns raised by members of the Committee, the officers undertook to ensure that Councillors would be given an opportunity to have an input into the development of the Programme as part of the wider ongoing consultation process.

RESOLVED that

- (1) the draft Councillor Training Programme be noted and that the Programme remains subject to review by both Councils; and
- (2) Councillors be involved as part of the consultation process to develop the Programme.

**17. STAFF FOCUS GROUP ACTION PLAN 2013-14**

The Committee considered the draft Staff Focus Group Action Plan for 2013-14, which identified key suggested actions from Staff Focus Group representatives to improve organisational climate and future staff survey results.

The Committee noted that the Action Plan would be subject to further review by both Councils to reflect changing strategic priorities.

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In response to a member, the officers agreed that it would be helpful to incorporate additional information within the Plan providing more detail on the timescales for meeting targets, so as to allow progress to be more closely monitored.

The officers also undertook to provide members of the Committee with details of the representation from each Council on the Staff Focus Group for circulation outside the meeting.

RESOLVED that the draft Staff Focus Group Action Plan for 2013-14 be noted and that the Plan remains subject to review by both Councils.

**18. ALCOHOL AND SUBSTANCE ABUSE PROCEDURES**

The Committee considered a draft Alcohol and Substance Abuse Procedure, which had been produced to enable East Hampshire District Council and Havant Borough Council to manage incidents of alcohol/substance abuse in the workplace.

RESOLVED that the Alcohol and Substance Abuse Procedure be approved for implementation as quickly as is reasonably possible and that it be communicated to all Councillors and staff across both Councils.

**The meeting commenced at 5.00 pm and concluded at 6.50 pm**

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