

NOTICE OF MEETING

Meeting: HR COMMITTEE

Date and Time: THURSDAY, 18 MARCH 2021, AT 9.30 AM*

Place: MICROSOFT TEAMS - ONLINE

Enquiries to: Email: andy.rogers@nfdc.gov.uk
Andy Rogers - Tel: 023 8028 5070

PUBLIC PARTICIPATION:

*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the HR Committee's terms of reference which are not on the public agenda; and/or
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to speak should contact the name and number shown above no later than 12.00 noon on TUESDAY 16 MARCH 2021. This will allow the Council to provide public speakers with the necessary joining instructions for the Microsoft Teams Meeting.

Bob Jackson
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

This Agenda is also available on audio tape, in Braille, large print and digital format

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meeting held on 14 January 2021 as a correct record.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

3. PUBLIC PARTICIPATION

To note any issues raised during the public participation period.

4. HR UPDATE (Pages 5 - 8)

To receive an update on HR matters since the last HR Committee meeting.

5. MINUTES OF THE EMPLOYEE SIDE LIAISON PANEL (Pages 9 - 14)

To note the minutes of the Employee Side Liaison Panel Meeting held on 24 February 2021.

6. MENTAL HEALTH MATTERS UPDATE (Pages 15 - 24)

To receive an update on initiatives to support the Mental Health of staff and members.

7. SENIOR PAY RESTRUCTURE REPORT (Pages 25 - 34)

To consider proposed changes to the Senior Management Pay Structure and related issues.

8. IR35 UPDATE (Pages 35 - 38)

To receive an update on IR35 (off-payroll working) obligations.

9. PERFORMANCE REVIEW REPORT (Pages 39 - 46)

To note progress with the performance review system.

10. IDEAS SCHEME (Pages 47 - 48)

To note the development of a staff suggestion scheme.

11. HEALTH AND LEISURE REVIEW

To receive a verbal update on progress on the Health and Leisure Review.

12. KICKSTART

To receive a verbal update with progress on the Kickstart Scheme.

13. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

NEW FOREST DISTRICT COUNCIL – VIRTUAL MEETINGS

Background

This meeting is being held virtually with all participants accessing via Microsoft Teams.

A live stream will be available on YouTube to allow the press and public to view meetings in real time and can also be found at the relevant meeting page on the Council's website, with this published agenda.

Principles for all meetings

The Chairman will read out Ground Rules at the start of the meeting for the benefit of all participants. All normal procedures for meetings apply as far as practicable, as the Government Regulations do not amend any of the Council's existing Standing Orders.

The Ground Rules for all virtual meetings will include, but are not limited to, the following:-

- All participants are reminded that virtual public meetings are being broadcast live on YouTube and will be available for repeated viewing. Please be mindful of your camera and microphone setup and the images and sounds that will be broadcast on public record.
- All participants are asked to mute their microphones when not speaking to reduce feedback and background noise. Please only unmute your microphone and speak when invited to do so by the Chairman.
- Councillors in attendance that have not indicated their wish to speak in advance of the meeting can make a request to speak during the meeting by using the "raise hand" feature in Microsoft Teams. Requests will be managed by the Chairman with support from Democratic Services. Please remember to "lower hand" when you have finished speaking.
- The chat facility should not be used unless raising a point of order or providing the wording for a motion.
- All participants are asked to refer to the report number and page number within the agenda and reports pack so that there is a clear understanding of what is being discussed at all times.

Voting

When voting is required on a particular item, each councillor on the committee will be called to vote in turn by name, expressing their vote verbally. The outcome will be announced to the meeting. A recorded vote will not be reflected in the minutes of the meeting unless this is requested in accordance with the Council's Standing Orders.

By casting their vote, councillors do so in the acknowledgement that they were present for the duration of the item in question.

Technology

If individuals experience technical issues, the meeting will continue providing that it is quorate and it is still practical to do so. The Chairman will adjourn the meeting if technical issues cause the meeting to be inquorate, the live stream technology fails, or continuing is not practical.

Public Participation

Contact details to register to speak in accordance with the Council's Public Participation Procedures are on the front page of this agenda.

In order to speak at a virtual meeting, you must have the facility to join a Microsoft Teams Meeting. Joining instructions will be sent to registered speakers in advance of the meeting.

The Council will accept a written copy of a statement from registered speakers that do not wish to join a Microsoft Teams Meeting, or are unable to. The statement will be read out at the meeting and should not exceed three minutes. Please use the contact details on the agenda front sheet for further information.

To:

Councillors:

Barry Rickman (Chairman)
Mark Steele (Vice-Chairman)
Hilary Brand
Keith Craze

Councillors:

Kate Crisell
Michael Harris
Maureen Holding
Mahmoud Kangarani