

EXTRAORDINARY Meeting of the

HUMAN RESOURCES COMMITTEE

Wednesday, 27 March 2013 at 7.30 p.m.

A G E N D A

VENUE

Committee Room 1, 1st Floor, Town Hall, Mulberry Place, 5 Clove
Crescent, London, E14 2BG

Members:	Deputies (if any):
Chair: Councillor M. A. Mukit MBE Vice-Chair: Councillor John Pierce Councillor Rajib Ahmed Councillor Alibor Choudhury Councillor Rania Khan Councillor Zenith Rahman Councillor Gloria Thienel	Councillor Craig Aston, (Designated Deputy representing Councillor Gloria Thienel) Councillor Peter Golds, (Designated Deputy representing Councillor Gloria Thienel) Councillor Joshua Peck, (Designated Deputy representing Councillors Mohammed Abdul Mukit, MBE, Rajib Ahmed, Zenith Rahman and John Pierce) Councillor Helal Uddin, (Designated Deputy representing Councillors Mohammed Abdul Mukit, MBE, Rajib Ahmed, Zenith Rahman and John Pierce) Councillor Motin Uz-Zaman, (Designated Deputy representing Councillors Mohammed Abdul Mukit, MBE, Rajib Ahmed, Zenith Rahman and John Pierce)

[Note: The quorum for this body is 3 Members].

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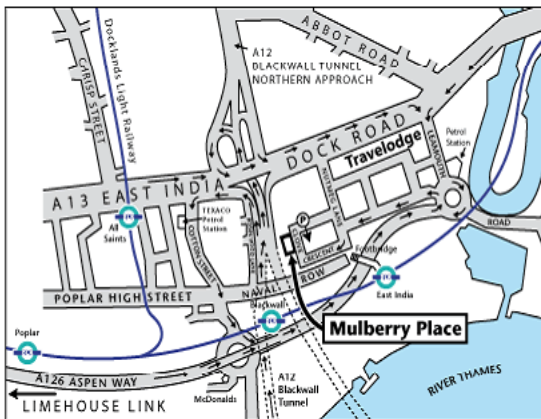
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LONDON BOROUGH OF TOWER HAMLETS

HUMAN RESOURCES COMMITTEE

Wednesday, 27 March 2013

7.30 p.m.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992.

See attached note from the Monitoring Officer.

	PAGE NUMBER	WARD(S) AFFECTED
3. REPORTS OF CORPORATE DIRECTOR, RESOURCES		
3.1 Localism Act 2011 - Pay Policy Statement 2013/14	5 - 18	
3.2 Quarterly report - new starters	19 - 34	
3.3 Establishment of the Appointments Sub-Committee	35 - 40	
4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT		

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Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Isabella Freeman, Assistant Chief Executive (Legal Services), 020 7364 4801; or
John Williams, Service Head, Democratic Services, 020 7364 4204

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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Agenda Item 3.1

Committee/Meeting: HR Committee	Date: 27 th March 2013	Classification: Unrestricted	Report No: 3.1
Report of: Corporate Director (Resources) Originating officer(s) Simon Kilbey, Service Head (Human Resources & Workforce Development)		Title: Localism Act 2011 – Pay Policy Statement 2013/14 Wards Affected: All	

Lead Member	Cabinet Member for Resources
Community Plan Theme	All
Strategic Priority	Work efficiently and effectively as one Council

1. **SUMMARY**

- 1.1 Under Section 38(1) of the Localism Act 2011, the Council is required to adopt a pay policy statement for each financial year. The Council's first pay policy statement was adopted for 2012/13. The statement for 2013/14 should be approved and adopted by 31st March 2013 to enable it to be published as soon as is practical in the new financial year.
- 1.2 Appendix 1 to this report sets out the draft policy statement for consideration by the HR Committee. The proposed statement has to be published by the end of March 2013 but will not be fully adopted until the meeting of Full Council on 17th April 2013.
- 1.3 The pay policy statement sets out the Council's current policies and practice in relation to pay for all parts of the workforce, with the exception of school based employees. Any changes to the way in which staff are remunerated would need to be dealt with as outlined in section 8.1 – Legal comments.

2. **DECISIONS REQUIRED**

HR Committee is recommended to:-

- 2.1 Consider the draft pay policy statement and to propose any changes to be made prior to publication and prior to recommending its submission to Full Council.
- 2.2 Agree that if any changes to the 2013/14 pay policy statement are proposed by HR Committee prior to publication of the statement, the final version is

delegated to the Head of Paid Service in consultation with the Service Head (HR and WD), the Chair of the Committee and the Monitoring Officer.

3. REASONS FOR THE DECISIONS

- 3.1 The Localism Act 2011 requires Local Authorities to adopt and publish a pay policy statement for each subsequent financial year by 31st March in any year. Statements have to be approved by Full Council and have regard to the guidance published by the Secretary of State. The most recent guidance was issued in February of this year and is reflected in this report. Authorities will be constrained by their policy statement when making determination on senior officer pay, although the statement may be amended at any time by further resolution of Full Council.

4. ALTERNATIVE OPTIONS

- 4.1 As the publication of a pay policy statement is a legislative requirement, there are no alternative options.

5. BACKGROUND

- 5.1 As detailed in the report to the HR Committee on 29 February 2012, the pay policy statement must set out the Authority's policies for the financial year relating to the remuneration of its officers. This must include:
- A policy on the level and elements of remuneration for each chief officer
 - A policy on the remuneration of lowest paid employees (together with a definition of 'lowest paid employees' and reasons for adopting that definition)
 - A policy on the relationship between the remuneration of chief officers and the remainder of the workforce
 - A policy on other specific aspects of chief officers' remuneration (remuneration on recruitment, increases and additions to remuneration, use of PRP and bonuses, and the approach to termination payments).
 - The publication of and access to information relating to the remuneration of chief officers
- 5.2 Additionally, the Council must have regard to other statutory guidance or recommendations e.g. relating to pay multiples, but it should be noted that the statutory guidance emphasises that each LA has the autonomy to take its own decisions on pay and pay policies.

6. BODY OF REPORT

- 6.1 The draft pay policy statement takes into account the LGA/ALACE guidance issued to Local Authority Chief Executives, and the statement details the Council's current arrangements, using the definitions contained in the Act and associated guidance. It also follows the approach taken by other London Councils. The Act also requires the Council to have regard to statutory guidance entitled 'Openness and accountability in local pay' under the

Transparency Agenda. The original guidance was published in 2012, with updated guidance published in February 2013.

- 6.2 The guidance defines 'senior executive' which for the purpose of the Council's statement are the posts of Chief Executive/Head of Paid Service, Corporate Directors and the Assistant Chief Executive. The Act defines who is included under the term "chief officer". It includes the Head of Paid Services (Chief Executive), the monitoring officer, the statutory chief officers as well as non-statutory chief officers and deputy chief officers (managers who report directly to a chief officer.)
- 6.3 The February 2013 guidance states the pay policy statement should set out the Council's position in relation to appointments to posts with salary packages over £100,000 and redundancy packages over the same amount and paragraphs to this effect are included in the 2013/14 pay policy statement.
- 6.4 The only other amendments from the 2012/13 pay policy statement are an update to the pay ratio figure as set out below, inclusion of reference to "Head of Paid Service" in relation to the Council's management team, expanded information on terms and conditions other than NJC and a paragraph on the Teachers' Pension Scheme.
- 6.5 The draft statement refers to information already published by the Council in relation to senior salary data to meet with the requirements of the Government's transparency agenda.
- 6.6 There is a requirement to publish a ratio, or pay multiple. There are a variety of ways to approach this, but the Hutton Review of Fair Pay in the Public Sector (2011) supported the publication of the ratio of the Council's highest paid employee (the Head of Paid Service) to that of its median earner (i.e. the mid point between the highest and lowest salaries). This multiple is quoted in the draft statement. The ratio last year was 1:6.5 and this year is 1:6.1. This change can be accounted for by the vacant Chief Executive post.
- 6.7 The pay policy statement 2013/14 also includes a policy in relation to staff who leave the Council due to redundancy/early retirement and their re-employment by the Council. This follows a proposal to include such a policy being considered by HR Committee on 14th November 2012.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1 There are no financial implications of publishing a pay policy statement, which describes current practice. Should any changes to pay policy be proposed (that result in an amended statement being published in future), the financial implications will be assessed at the point of that changes are proposed.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 8.1 Section 38(1) of the Localism Act 2011 requires the Council to have a pay policy statement approved by full Council and published. The Act is clear that the function of setting the annual Pay Policy Statement may not be delegated to a committee, so the HR Committee will need to recommend the proposed Statement to Full Council for approval.
- 8.2 Although the pay statement covers all staff, particular focus is given to Chief Officers in the "Openness and accountability in local pay" Guidance issued by the government in 2012 and updated in new guidance in February 2013. The Council is required to have due regard to government guidance but provided it has done so it may decide not to follow it. Statutory regulations and Acts of Parliament must be followed.
- 8.3 The Guidance makes it clear that as the pay policy statement sets the general principles and does not contain personal data, there is an expectation that it will be considered in the parts of the meetings which are open to the public. That is consistent with Schedule 12A of the Local Government Act 1972 (as amended)
- 8.4 The Guidance also provides that Full Council should be offered the opportunity to consider salary packages in excess of £100k before they are offered. These packages include any form of remuneration which is defined widely and includes not just basic pay/salary but also any bonuses, charges, fees e.g. election fees or allowances, benefits in kind, increases in/enhancements of pension entitlements and termination/severance payments. Remuneration in relation to employees who are not chief officers is also similarly widely defined
- 8.5 Should there be any changes contemplated in the policy, these would need to go through a detailed consultation process, given the impact on contractual entitlements. Consequently, the approach with the pay policy is to recommend that it is adopted setting out current terms i.e. compliant with the legislation. If there are future proposed amendments then these can be advised on separately in the fullness of time.

9. ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 An equality analysis will be carried out on the draft policy statement, but it should be noted that the statement describes existing policies and practice rather than proposing new ones. Should there be amendments, further advice on the impact will be given.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 There are no implications.

11. RISK MANAGEMENT IMPLICATIONS

11.1 The draft statement describes existing policies and practice. Any risks, e.g. from proposing changes in the future to pay and benefits, would be assessed at the time.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 There are no implications.

13. EFFICIENCY STATEMENT

13.1 No changes to service delivery or the use of resources are proposed.

14. APPENDICES

Appendix 1 – draft pay policy statement

**Local Government Act, 1972 Section 100D (As amended)
List of “Background Papers” used in the preparation of this report**

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
Localism Act 2011	Simon Kilbey, Service Head (HR/WD) 020 7364 4922
LGA / ALACE – ‘Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives’	
DCLG - ‘Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011’ Supplementary Guidance	

London Borough of Tower Hamlets

Pay policy statement 1 April 2013 – 31 March 2014

1 Introduction

The Localism Act 2011 requires Local Authorities to produce a pay policy statement every financial year. This requirement is part of the Government's drive towards public sector transparency.

The Pay Policy Statement sets out the Council's current policies and practice in relation to pay for all parts of the workforce. The statement excludes school based employees. The Statement is made available on the Council's website, which also includes separately published salary information for senior managers as part of the Government's Transparency Code.

2 Scope

The policy addresses the requirements of the Localism Act and addresses key areas of pay and remuneration.

The Localism Act defines senior executives, and in this statement they are the Chief Executive, Corporate Directors, the Assistant Chief Executive (Corporate Management Team),

3 Pay and grading structure

The majority of employees' pay and conditions of service are agreed nationally either via the National Joint Council (NJC) for Local Government Services, or the Joint National Council (JNC) for Chief Officers, with regional or local variations.

The Council also employs some staff on Soulbury conditions of service, some on conditions determined by the Joint National Council for Youth & Community Workers, some staff covered by the School Teachers Pay and Conditions Document and some staff on locally agreed terms and conditions for Lecturers and Tutors.

It is the practice of the Council to seek the views of local trade unions on pay related matters, recognising that elements are settled within a national framework.

The Council uses national pay scales up to grade LPO8, and determines the appropriate grade for each job in accordance with the Greater London Provincial Council (GLPC) job evaluation scheme.

Above LPO8, local grades are in place for senior staff as follows:

- LP09 - evaluated under a local variation to the GLPC job evaluation scheme
- Chief Officers, Deputy Chief Officers (Service Heads and senior executives) and Key Chief Officers - evaluated under the Joint Negotiating Committee for Chief Officers job evaluation scheme

The Council signed a Single Status agreement in April 2008 with trade unions. This brought former manual grades into the GLPC job evaluation scheme, and replaced spot points with narrow grade bands. One of the key aims of the agreement was to eliminate potential pay inequality from previous pay structures and ensure that new pay structures are free from discrimination.

New and changed jobs are evaluated using the relevant job evaluation scheme, with the appropriate grade being determined using a range of factors.

The scale point on which an individual is appointed to the post is normally the lowest of the grade but will depend on skills and experience.

4 How the Council's management team is structured

The Council's Corporate Management Team is led by the Chief Executive/Head of Paid Service, supported by a number of Chief Officers reporting to the Chief Executive/Head of Paid Service. All statutory roles are at this level of the organisation.

Service Heads (Deputy Chief Officers) in each Directorate report to a member of the Corporate Management Team.

5 Senior Executive remuneration

Pay for senior executives who are members of the Corporate Management Team is made up of three elements:

- Basic pay (defined by a locally agreed grade)
- London weighting allowance
- Travel allowance payment

Service Heads (Deputy Chief Officers) receive basic pay (defined by a locally agreed grade).

Senior salary data is published on the Council's website as part of the Government's transparency agenda. For details, please see [INSERT LINK].

6 Senior appointments

All salary packages for posts at Chief Officer, Key Chief Officer or Deputy Chief Officer level are in line with locally agreed pay scales

7 Lowest paid employees

The Council's lowest paid staff are those who are paid on the Council's lowest scale point.

The Council has resolved that its lowest paid staff should not be paid less than the level of the London Living Wage. As a consequence in 2011 the pay levels for the lowest paid employees, (including the Council's Apprentices) was moved up to Scale 1, (spinal column point 5), which is above the rate of the 2011 London Living Wage.

When the London Living Wage was increased in November 2012, further work was done to ensure the lowest paid employees had the pay increase reflected in their pay.

8 National pay bargaining

Annual pay increases across the Council's grades are set through the process of national pay bargaining which the Council subscribes to.

The Council contributes to the negotiation process by providing an employer view through the annual Local Government Employers' regional pay briefings. The employers' side then negotiate with trade unions at a national level.

National pay rates are set using a number of factors, including:

- The sector's ability to pay
- Movement in market rates
- Inflation levels
- Other pay awards
- The Government's policy position regarding public sector pay

9 Incremental progression

Incremental progression is on an annual basis for those staff who are not at the top of their grade. As per national conditions of service, progression is automatic for all staff (subject to general satisfactory performance) except Service Heads and Chief Officers who have to demonstrate satisfactory performance through a formal annual appraisal before being awarded incremental progression.

10 Additional payments and allowances

A range of allowances and payments are paid as appropriate to the nature and requirement of specific posts, groups of posts and working patterns. These include car and travel allowances, overtime, standby, weekend and night work, shift and call-out payments.

Acting up and honoraria payments are made to individual staff as appropriate using clear criteria, and where a clear business need is identified.

The Council has a staff relocation package, available to new entrants to the Council's employment, but subject to tight eligibility criteria.

The Council does not operate a performance related pay scheme or bonus scheme.

11 Pensions

All employees (with the exceptions set out below) of the Council up to 75 years of age and who have a contract of more than 3 months' duration are entitled to join the Local Government Pension Scheme (LGPS). Decisions on delegated provisions are agreed by the Pensions Committee. The LGPS is a contributory scheme, whereby the employee contributes from their salary. The level of

contribution is determined by whole time salary and contribution levels are set by Government who then advise the employer.

All employees of the Council from 18 to 75 years of age and who are employed on Teacher, Youth Work or Tutor/Lecturer terms and conditions are entitled to join the Teachers' Pension Scheme. The Teachers' Pension Scheme is a contributory scheme, whereby the employee contributes from their salary and contribution levels are set by Government.

12 Compensation for loss of office

12.1 Financial terms for redundancy

The Council has a policy linked to its policy for Handling Organisational Change which sets out the terms for redundancy and early termination of staff (subject to qualifying criteria), which apply to Chief Officers and to all staff. In certain circumstances, individuals may also qualify for early release of their pension.

12.2 Redundancy packages

When it is proposed to delete a post at Chief Officer, Key Chief Officer or Deputy Chief Officer level, a report is submitted to the Council's HR Committee for consideration. If the proposal will result in a postholder receiving a severance package, the costs of such a package are included in the report.

12.3 Ill health

Where termination of employment arises from ill health, payments will be made in accordance with the contract of employment. In certain circumstances, individuals may also qualify for early release of their pension.

12.4 Negotiated exits - settlements

If it is determined that a negotiated settlement is appropriate for a senior executive in circumstances which do not amount to a dismissal, the Service Head (Human Resources & Workforce Development) will deal with the detail, and the Council's Chief Executive/Head of Paid Service after consultation with the Monitoring Officer (or in circumstances where it is not appropriate for one or other to be involved, the Chief Financial Officer) will consider whether the terms of the offer constitute value for money and are appropriate, fair and reasonable in the circumstances, and the proposed settlement shall then be subject to the agreement of the Human Resources Committee.

12.5 Re-employment following redundancy/early retirement

Any member of staff who has left the Council by reason of redundancy (compulsory or voluntary) or early retirement and received a severance payment is required to have a gap of at least 1 year after the date of termination before they can return either as a directly employed member of staff, an agency worker or a consultant.

To allow for exceptional circumstances, when it might be necessary to reemploy someone sooner than after a year's gap, a Corporate Director, in conjunction with the Service Head HR and WD, have authority to waive the 1 year requirement, provided there is justification.

13 Pay multiples / comparisons

The Council's pay and grading structures reflect a wide range of job requirements and levels of responsibility across the organisation, with pay and grading being determined by the Council's job evaluation schemes.

The pay ratio demonstrating the relationship between the Council's highest paid employee (total salary package) and the median (mid point between the highest and lowest) salary position of the non schools workforce is **1 : 6.1**.

The Council will have regard to its pay ratio and keep it under review, seeking to balance the following:

- Ensuring appropriate reward mechanisms which value knowledge, skills and experience at a senior level, and ensure that the Council can recruit and retain the best talent
- Addressing its commitment to matching the London Living Wage for our lowest paid staff, and encouraging the developmental progression for staff in the lowest graded roles.

14 Equality issues

The policy elements described in this report derive from national terms & conditions and bargaining, or local discretion. The Council has a keen regard for equality issues and should any changes be made to the pay policy in the future, proposals would go through an Equality Analysis. One of the key aims of Single Status agreement was to eliminate potential pay inequality from previous pay structures and ensure that new pay structures are free from discrimination.

15 Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. The Council's next Statement is scheduled to be for 2014/15 and will be submitted to Full Council for approval by 31 March 2014.

Should changes to pay policy be contemplated that would result in an amended statement being published in the year that it applies, these would be subject to a detailed consultation process before an appropriate recommendation was made to Full Council.

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CHIEF OFFICERS PAY SCALES

WEF 1ST APRIL 2008

SERVICE HEADS

SCALE CODE	SPINE POINT	OLD SALARY	NEW SALARY	MONTHLY RATE
	1	68,706	70,389	5,865.75
	2	71,109	72,852	6,071.00
SHBAND2 (1 to 6) (Bar at 3)	3	73,533	75,336	6,278.00
	4	75,834	77,691	6,474.25
	5	78,357	80,277	6,689.75
SHBAND2A (4 to 8)	6	80,760	82,740	6,895.00
	7	83,235	85,275	7,106.25
	8	85,716	87,816	7,318.00
SHBAND1 (7 to 13) (Bars at 7 & 9)	9	88,206	90,369	7,530.75
	10	90,690	92,913	7,742.75
	11	93,180	95,463	7,955.25
	12	95,667	98,013	8,167.75
	13	98,151	100,557	8,379.75

KEY CHIEF OFFICERS

	1	100,230	102,687	8,557.25
	2	101,556	104,046	8,670.50
	3	102,873	105,393	8,782.75
	4	104,544	107,106	8,925.50
KEYCHFOFFR (1 to 10) No auto Incr	5	105,399	107,982	8,998.50
	6	106,833	109,452	9,121.00
	7	108,150	110,802	9,233.50
	8	109,467	112,149	9,345.75
	9	110,853	113,571	9,464.25
	10	112,110	114,858	9,571.50

CORPORATE DIRECTORS

	1	113,376	116,154	9,679.50
	2	115,749	118,584	9,882.00
CORPDIRECT (1 to 8) No auto Incr	3	118,017	120,909	10,075.75
	4	119,277	122,199	10,183.25
	5	121,656	124,638	10,386.50
	6	124,047	127,086	10,590.50
	7	126,333	129,429	10,785.75
	8	128,604	131,757	10,979.75

CHIEF EXECUTIVE

	1	167,397	171,498	14,291.50
	2	171,861	176,073	14,672.75
JNCCE (1 to 5) No auto Incr	3	176,325	180,645	15,053.75
	4	180,786	185,214	15,434.50
	5	184,134	188,646	15,720.50

LAST AMENDED 05/11/2008

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Agenda Item 3.2

Committee/Meeting: HR Committee	Date: 27 th March 2013	Classification: Unrestricted	Report No: 3.2
Report of: Corporate Director (Resources) Originating officer(s) Simon Kilbey, Service Head (Human Resources & Workforce Development)		Title: Quarterly report – new starters Wards Affected: All	

Lead Member	Cabinet Member for Resources
Community Plan Theme	All
Strategic Priority	Work efficiently and effectively as one Council

1. **SUMMARY**

- 1.1 At its meeting on 29th February 2012, HR Committee requested that a regular report be submitted providing details of new starters to the Council.
- 1.2 The HR Committee on 14th November 2012 considered a report with details of new starters (by directorate) between January and March 2012 and April to June 2012. The report excluded those members of staff who had moved between posts within the Council).
- 1.3 The HR Committee due to take place on 14th January 2013 was postponed. Accordingly this report provides information on new starters for the period July to September 2012 and for October to December 2012.
- 1.4 The appendices do not include agency staff, only staff that are directly employed by the Council.

2. **DECISIONS REQUIRED**

HR Committee is recommended to:-

- 2.1 Consider the report, which is provided for information.

3. **REASONS FOR THE DECISIONS**

- 3.1 The report is provided for information.

4. ALTERNATIVE OPTIONS

4.1 There are no alternative options.

5. BACKGROUND

5.1 In line with the request by the HR Committee on 29 February 2012 to receive regular quarterly reports, which provide details of new starters (post title, directorate, details of service area) and breakdown by the equality strands, this report is submitted to the HR Committee for information.

6. BODY OF REPORT

6.1 Information with regards to the numbers of new starters for the last 4 quarters, and the equality breakdown of those new starters in the latest two quarters, are included in the appendices to this report.

6.2 Appendix 1 and Appendix 2 have been considered by the HR Committee previously. They provide the relevant details on new starters (excluding those existing staff that moved between posts) from January to March 2012 and from April to June 2012.

6.3 Appendix 3 provides the relevant details of new starters (excluding those existing staff that moved between posts) from July to September 2012.

6.4 Appendix 4 provides the relevant details of the new starters (excluding those existing staff that moved between posts) from October to December 2012.

6.5 Analysis of new starters for the third and fourth quarters of 2012 are given as Appendix 5 and 6.

6.6 The latest quarters (July to September 2012 and October to December) saw the number of new starters fall to 91 (July – Sept) then rise to 149 (Oct – Dec), compared to 134 new starters between April to June 2012. The reasons for this are the impact of the Olympic Games, with a proportion of recruitment that would have taken place during summer being delayed, the normal reduced levels of recruitment over the summer period, and TUPE transferred staff entering the workforce.

6.7 In July to September 2012, there were 58 women appointed and 33 men. A total of 24 Asian staff were appointed during the same period, with 18 of these Bangladeshi, compared to 40 white staff and 18 black.

6.8 In October to December 2012, there were 71 women appointed and 78 men. A total of 64 Asian staff were appointed during the same period, with 54 of these Bangladeshi, compared to 45 white staff and 24 black staff.

6.9 While the appointments detailed above have an impact on the Council's workforce to reflect the community targets, this is only one factor and the numbers of people exiting the organisation will also have an impact.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

7.1 There are no financial implications as a direct result of this report.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

8.1 There are no legal issues to consider as part of this report.

9. ONE TOWER HAMLETS CONSIDERATIONS

9.1 There are no equalities considerations – all posts are recruited to on merit.

New starters have an impact on the Council's targets with regards to achieving a Workforce to Reflect the Community.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 There are no implications.

11. RISK MANAGEMENT IMPLICATIONS

11.1 There are no direct risks as a result of this report.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 There are no implications.

13. EFFICIENCY STATEMENT

13.1 No changes to service delivery or the use of resources are proposed.

14. APPENDICES

Appendix 1 - new starters (January to March 2012)

Appendix 2 - new starters (April to June 2012)

Appendix 3 - new starters (July to September 2012)

Appendix 4- new starters (October to December 2012)

Appendix 5- equality and grade breakdown of new starters (July to September 2012)

Appendix 6- equality and grade breakdown of new starters (October to December 2012)

Local Government Act, 1972 Section 100D (As amended)
List of “Background Papers” used in the preparation of this report

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
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Appendix 1

Appendix 1 (note that names have been withheld as they are classified as personal data under the Data Protection Act 1998)				
Start Date	Post description	Directorate	Division	Service
03/01/12	Deputy Electoral & Operations Manager	Chief Executive	Assistant Chief Executive Legal Services	Elections
29/02/12	Political Advisor to the Mayor	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
20/02/12	Training Officer (ICT)	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
09/01/12	Graduate Trainee	Resources	Human Resources & Workforce Development	Operations
01/02/12	Desktop Specialists	Resources	Customer Access & ICT	Information Communication Technology
01/02/12	Desktop Specialist	Resources	Customer Access & ICT	Information Communication Technology
01/02/12	Desktop Specialist	Resources	Customer Access & ICT	Information Communication Technology
27/02/12	Appeals Officer	Resources	Customer Access & ICT	Benefits Services
04/01/12	Benefits Visiting Workflow Supp Officer	Resources	Customer Access & ICT	Benefits Services
27/02/12	Benefits Visiting Officer	Resources	Customer Access & ICT	Benefits Services
20/02/12	Benefits Visiting Officer	Resources	Customer Access & ICT	Benefits Services
27/02/12	Benefits Visiting Officer	Resources	Customer Access & ICT	Benefits Services
19/03/12	Head Of Environmental Protection	CLC	Safer Communities	Env Health & Env Protection
06/02/12	Contaminated Land Technical Officer	CLC	Safer Communities	Env Health & Env Protection
20/02/12	Environmental Health Officer	CLC	Safer Communities	Env Health & Env Protection
09/01/12	Civil Enforcement Officer	CLC	Public Realm	Parking
09/01/12	Civil Enforcement Officer	CLC	Public Realm	Parking
09/01/12	Civil Enforcement Officer	CLC	Public Realm	Parking
09/01/12	Civil Enforcement Officer	CLC	Public Realm	Parking
09/01/12	Civil Enforcement Officer	CLC	Public Realm	Parking
09/01/12	Civil Enforcement Officer	CLC	Public Realm	Parking
09/01/12	Local Street Care Contracts Manager	CLC	Public Realm	Clean and Green
01/01/12	Multi Sports Coach (Disability)	CLC	Culture, Learning and Leisure	Sports and Physical Activity
06/02/12	Assistant Programme Manager	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
13/02/12	Sessional Tutor (LLL) ESOL	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
05/01/12	Casual Tutor Photography Digital	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
13/02/12	ESOL Tutor	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
10/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Idea Store Coordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
10/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
16/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Co-ordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Idea Store Coordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Idea Store Coordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Idea Store Coordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
02/04/12	Idea Store Coordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
27/02/12	Money Advisor	D&R	Housing Options	Options and Prevention and Assessments
01/01/12	Doc Management & Data Entry Assistant	D&R	Resources	Management Systems
10/01/12	Temp Major Proj Dev. Planner Asset Plann	D&R	Planning & Building Control	Development
20/03/12	Working Start Trainee	D&R	Economic Development & Olympic Legacy	Employment and Enterprise
20/03/12	Working Start Trainee	D&R	Economic Development & Olympic Legacy	Employment and Enterprise
03/01/12	Asset Manager (Commercial)	D&R	Asset Management	Estates and Valuation
26/03/12	Activity Instructor 01	CS&F	Youth and Community Learning	Youth and Connexions Services
05/03/12	Activity Instructor 01	CS&F	Youth and Community Learning	Youth and Connexions Services
27/02/12	Community Cohesion Support Officer	CS&F	Youth and Community Learning	Community Languages
01/01/12	Part Time Mother Tongue Tutor 38	CS&F	Youth and Community Learning	Community Languages
01/01/12	Part Time Mother Tongue Tutor 46	CS&F	Youth and Community Learning	Community Languages
01/01/12	Part Time Mother Tongue Tutor 49	CS&F	Youth and Community Learning	Community Languages
20/02/12	Part Time Mother Tongue Tutor 3	CS&F	Youth and Community Learning	Community Languages

Appendix 1 (continued)

12/03/12	Looked After Children Co-ordinator 08	CS&F	Children's Social Care	Child Protection and Reviewing
09/01/12	Social Worker Permanent Placement 07	CS&F	Children's Social Care	Children's Resources
12/03/12	D Social Worker Fostering Support 06	CS&F	Children's Social Care	Children's Resources
03/01/12	Residential Support Worker (R &O) 01	CS&F	Children's Social Care	Children's Resources
09/01/12	Residential Support Worker (O&D) 00	CS&F	Children's Social Care	Children's Resources
16/04/12	Outreach Social Worker	CS&F	Children's Social Care	Children's Resources
21/02/12	Family Link Support Worker (Casual)	CS&F	Children's Social Care	Integ Servs Children with Disabilities
02/02/12	Family Link Support Worker (Casual)	CS&F	Children's Social Care	Integ Servs Children with Disabilities
05/03/12	Social Worker (BPN) 04	CS&F	Children's Social Care	Family Support & Protection
06/02/12	Social Worker (BPN) 06	CS&F	Children's Social Care	Family Support & Protection
20/02/12	Social Worker (BGE) 01	CS&F	Children's Social Care	Family Support & Protection
01/02/12	Social Worker (PSI) 05	CS&F	Children's Social Care	Family Support & Protection
09/01/12	Information Systems Analyst	CS&F	Resources	Children's Information Systems
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner Chargehand	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Cleaner	CS&F	Resources	Contract Services
23/01/12	Admin Assistant (Off Site Units) 2	CS&F	Learning & Achievement	Pupil Referral Unit
16/04/12	THAMES TUTOR SATURDAY	CS&F	Learning & Achievement	Music Service/Arts Education
16/04/12	THAMES TUTOR B	CS&F	Learning & Achievement	Music Service/Arts Education
16/04/12	THAMES TUTOR A	CS&F	Learning & Achievement	Music Service/Arts Education
16/03/12	THAMES TUTOR SATURDAY	CS&F	Learning & Achievement	Music Service/Arts Education
16/03/12	THAMES TUTOR B	CS&F	Learning & Achievement	Music Service/Arts Education
16/03/12	THAMES TUTOR A	CS&F	Learning & Achievement	Music Service/Arts Education
16/04/12	THAMES TUTOR SATURDAY	CS&F	Learning & Achievement	Music Service/Arts Education
16/04/12	THAMES TUTOR B	CS&F	Learning & Achievement	Music Service/Arts Education
16/04/12	THAMES TUTOR A	CS&F	Learning & Achievement	Music Service/Arts Education
26/01/12	THAMES Tutor Saturday	CS&F	Learning & Achievement	Music Service/Arts Education
26/01/12	Thames Tutor B	CS&F	Learning & Achievement	Music Service/Arts Education
26/01/12	Thames Tutor A	CS&F	Learning & Achievement	Music Service/Arts Education
16/03/12	THAMES TUTOR SATURDAY	CS&F	Learning & Achievement	Music Service/Arts Education
16/03/12	THAMES TUTOR B	CS&F	Learning & Achievement	Music Service/Arts Education
06/01/12	Casual Childcare Worker	CS&F	Learning & Achievement	Early Years Service
12/03/12	Child Care Officer (MSCC) 8	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
30/01/12	Child Care Officer (GGCC) 10	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
06/02/12	Child Care Officer (GGCC) 6	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
13/03/12	Child Care Officer (GGCC) 4	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
03/01/12	Play and Learning Worker (SE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
09/01/12	Family Support Worker	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
06/02/12	Play and Learning Worker (SE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
16/01/12	Play and Learning Worker (SE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
03/01/12	Play and Learning Worker (SE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
01/02/12	Family Support Worker	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
26/03/12	Play & Learning Lead (SW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
09/01/12	Play and Learning Worker (SW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
03/01/12	Children's Centre Social Worker (NE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
09/01/12	Play and Learning Worker (NE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
16/01/12	Play and Learning Worker (NE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
02/04/12	Play and Learning Worker (NW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
16/04/12	Teacher Inclusion Support - Sensory Impa	CS&F	Learning & Achievement	Support For Learning Service
01/01/12	Teacher for Inclusion Support - SI	CS&F	Learning & Achievement	Support For Learning Service
29/02/12	Part Time Mother Tongue Tutor 44	CS&F		Detached Posts - Reporting Purposes
20/03/12	SAB Co-Ordinator	AH&W	Adults Social Care Services	
03/01/12	Occupational Therapist - Equipment Revi	AH&W	Adults Social Care Services	First Response & First Respons Hosp Unit
20/02/12	Senior First Response Officer -OT	AH&W	Adults Social Care Services	First Response & First Respons Hosp Unit
03/01/12	Kitchen/Domestic Assist (Russia Lane DC)	AH&W	Adults Social Care Services	Reablement and Resources
03/01/12	Rehabilitation Officer 00	AH&W	Adults Social Care Services	Longer Term Support

Appendix 2 (continued)

30 Apr 2012	Social Worker	CL&F	Children's Social Care	Children's Resources
20 Jun 2012	D Social Worker Adoption Support Team 3	CL&F	Children's Social Care	Children's Resources
10 Apr 2012	D Admin. Officer Adoption Supp. 1	CL&F	Children's Social Care	Children's Resources
16 Apr 2012	Outreach Social Worker	CL&F	Children's Social Care	Children's Resources
23 Apr 2012	Leaving Care/Personal Advisor 09	CL&F	Children's Social Care	Children Looked After and Leaving Care
12 May 2012	Family Link Support Worker (Casual)	CL&F	Children's Social Care	Integ Servs Children with Disabilities
3 Apr 2012	Family Link Support Worker (Casual)	CL&F	Children's Social Care	Integ Servs Children with Disabilities
12 May 2012	Family Link Support Worker (Casual)	CL&F	Children's Social Care	Integ Servs Children with Disabilities
28 Jun 2012	Building Attendant	CL&F	Children's Social Care	Family Support & Protection
28 Apr 2012	Casual MOW Driver (Weekday)	CL&F	Resources	Contract Services
16 Apr 2012	Teaching Assistant	CL&F	Learning & Achievement	Pupil Referral Unit
21 May 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
21 May 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
23 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
23 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
23 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
10 May 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
10 May 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
10 May 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
30 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
30 Apr 2012	THAMES Tutor B	CL&F	Learning & Achievement	Music Service/Arts Education
28 May 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
28 May 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
28 May 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
25 Jun 2012	Thames Tutor A	CL&F	Learning & Achievement	Music Service/Arts Education
25 Jun 2012	Thames Tutor B	CL&F	Learning & Achievement	Music Service/Arts Education
25 Jun 2012	Thames Tutor Saturday	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
12 Jun 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
12 Jun 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
12 Jun 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
25 May 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
25 May 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
25 May 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
30 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
23 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
23 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
23 Apr 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
21 May 2012	THAMES TUTOR SATURDAY	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR A	CL&F	Learning & Achievement	Music Service/Arts Education
16 Apr 2012	THAMES TUTOR B	CL&F	Learning & Achievement	Music Service/Arts Education
28 May 2012	Family Support Worker (SW)	CL&F	Learning & Achievement	Learning and Achievement - Birth to 11
8 May 2012	Play and Learning Worker (SE)	CL&F	Learning & Achievement	Learning and Achievement - Birth to 11
12 Jun 2012	Play and Learning Worker (Mamer)	CL&F	Learning & Achievement	Learning and Achievement - Birth to 11
14 May 2012	Play and Learning Worker (NE)	CL&F	Learning & Achievement	Learning and Achievement - Birth to 11
1 May 2012	Play and Learning Worker (NE)	CL&F	Learning & Achievement	Learning and Achievement - Birth to 11
11 Jun 2012	Family Support Worker (NW)	CL&F	Learning & Achievement	Learning and Achievement - Birth to 11
16 Apr 2012	Teacher Inclusion Support - Sensory Impa	CL&F	Learning & Achievement	Support For Learning Service
14 May 2012	Business Support Officer	AH&W	Adults Social Care Services	
30 Apr 2012	Day Centre Officer (Russia Lane) 3	AH&W	Adults Social Care Services	Reablement and Resources
18 Jun 2012	Day Centre Officer (Poplar DC)) 2	AH&W	Adults Social Care Services	Reablement and Resources

Appendix 3

Appendix 3. (Note that names have been withheld as they are classified as personal data under the Data Protection Act 1998)				
LBTH Start	Post Description	Directorate	Division	Service
16 July 2012	Social Worker Mental Health (BAN) 3	AH&W	Adults Social Care Services	Community Mental Health Services
24 September 2012	Day Opportunites Project Officer	AH&W	Commissioning and Strategy	Strategic Commissioning
02 July 2012	Committee Services Manager	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
27 August 2012	Committee Officer	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
03 September 2012	A Senior Committee Officer	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
01 July 2012	Assessment & Intervention Team Manager 0	CS&F	Children's Social Care	Assessment & Early Intervention
13 August 2012	Practice Manager 00	CS&F	Children's Social Care	Assessment & Early Intervention
10 September 2012	Family Centre Social Worker	CS&F	Children's Social Care	Assessment & Early Intervention
13 September 2012	Family Centre Social Worker	CS&F	Children's Social Care	Assessment & Early Intervention
23 July 2012	Team Manager	CS&F	Children's Social Care	Children Looked After and Leaving Care
28 August 2012	Social Worker	CS&F	Children's Social Care	Family Support & Protection
10 September 2012	Social Worker (BPN) 01	CS&F	Children's Social Care	Family Support & Protection
10 September 2012	Social Worker	CS&F	Children's Social Care	Family Support & Protection
27 September 2012	Family Link Support Worker (Casual)	CS&F	Children's Social Care	Integ Servs Children with Disabilities
09 July 2012	Case Manager-Court Team	CS&F	Children's Social Care	Youth Offending Team Service
25 September 2012	Careers Adviser	CS&F	Learning & Achievement	Careers Service
25 September 2012	Careers Adviser	CS&F	Learning & Achievement	Careers Service
25 September 2012	Careers Adviser	CS&F	Learning & Achievement	Careers Service
01 September 2012	Educational Psychologist 6	CS&F	Learning & Achievement	Education Psychology
01 September 2012	Admin Support Officer	CS&F	Learning & Achievement	Education Psychology
01 September 2012	Educational Psychologist 6	CS&F	Learning & Achievement	Education Psychology
26 September 2012	Educational Psychologist	CS&F	Learning & Achievement	Education Psychology
03 July 2012	Play and Learning Worker (SE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
23 July 2012	Holiday Childcare Scheme Worker	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
23 July 2012	Holiday Childcare Scheme Worker	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
23 July 2012	Holiday Childcare Scheme Early Years Wkr	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
16 July 2012	Play & Learning Lead (SW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
27 August 2012	Children's Centre Social Worker (SE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
03 September 2012	Office Assistant/Receptionist (SW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
17 September 2012	Office Assistant&Receptionist (SW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
21 September 2012	Project Worker -Early Learning for 2 y/o	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
01 September 2012	THAMES TUTOR A	CS&F	Learning & Achievement	Music Service/Arts Education
03 September 2012	Admissions Assistant	CS&F	Learning & Achievement	Pupil Admissions and Exclusions
03 September 2012	Admissions Officer	CS&F	Learning & Achievement	Pupil Admissions and Exclusions
01 September 2012	Head Of Pupil Referral Unit	CS&F	Learning & Achievement	Pupil Referral Unit
03 September 2012	Teacher	CS&F	Learning & Achievement	Pupil Referral Unit
03 September 2012	Teaching Assistant (Harpley)	CS&F	Learning & Achievement	Pupil Referral Unit
03 September 2012	Teaching Assistant	CS&F	Learning & Achievement	Pupil Referral Unit
01 September 2012	Teacher (Pupil Tuition) 8	CS&F	Learning & Achievement	Pupil Referral Unit
03 September 2012	Teaching Assistant	CS&F	Learning & Achievement	Pupil Referral Unit
03 September 2012	Teaching Assistant	CS&F	Learning & Achievement	Pupil Referral Unit
01 September 2012	Primary School Librarian	CS&F	Learning & Achievement	School Improvement Secondary
01 July 2012	Teacher for Inclusion Support (SLS)	CS&F	Learning & Achievement	Support For Learning Service
20 September 2012	Schools ICT Engineer	CS&F	Resources	Children's Information Systems
31 August 2012	Early GCSE Exam Admin Officer	CLC	Culture, Learning and Leisure	Community Languages
10 September 2012	ESOL Lecturer	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
01 September 2012	Tutor Ballet	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
17 August 2012	Tutor Creative Writing	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
17 August 2012	Tutor Creative Writing	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
10 September 2012	Tutor Silver Jewellery Maker	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
17 August 2012	Tutor Printmaking	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
17 August 2012	Tutor Creative Writing	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
24 September 2012	Tutor Web Design	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
28 September 2012	Skills for Life Tutor ESOL Specialist	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
28 September 2012	Lecturer Qulified	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
28 September 2012	Skills for Life Tutor ESOL Specialist	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
17 September 2012	Tutor Yoga	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
24 September 2012	Tutor Chinese Mandarin	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
10 September 2012	Tutor Guitar	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
24 September 2012	Tutor Accounts	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
24 September 2012	Tutor Chinese Mandarin	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
28 September 2012	ESOL Advice Coordinator	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
24 September 2012	Tutor ICT	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
20 August 2012	Streetworks Coordinator	CLC	Public Realm	Transportation & Highways
05 September 2012	Graduate Engineer	CLC	Public Realm	Transportation & Highways
05 September 2012	Graduate Engineer	CLC	Public Realm	Transportation & Highways
05 September 2012	Graduate Engineer	CLC	Public Realm	Transportation & Highways
01 August 2012	DV/HC Manager	CLC	Safer Communities	Community Safety
03 September 2012	Licensing Officer	CLC	Safer Communities	Consumer & Business Regulations
30 July 2012	Peer Education Worker	CLC	Safer Communities	Youth and Connexions Services
01 August 2012	Principal Accountant	CLC	Strategy, Resources & Olympic Impacts	Finance & Resources
13 August 2012	Contact Centre Adviser 01	D&R	Economic Development & Olympic Legacy	Employment and Enterprise
02 July 2012	Contact Centre Adviser 04	D&R	Economic Development & Olympic Legacy	Employment and Enterprise

Appendix 3 (continued)

18 September 2012	placement trainee	D&R	Economic Development & Olympic Legacy	Employment and Enterprise
25 September 2012	Team Manager - Opt & Prev Singles	D&R	Housing Options	Options and Prevention and Assessments
16 July 2012	Street Naming and Numbering Assistant	D&R	Planning & Building Control	Building Control
30 July 2012	Street Naming and Numbering Officer	D&R	Planning & Building Control	Building Control
31 August 2012	Building Control Engineer (Structures)	D&R	Planning & Building Control	Building Control
06 August 2012	CIL Officer	D&R	Planning & Building Control	Infrastructure Planning Team
03 September 2012	Borough Conservation Officer	D&R	Planning & Building Control	Strategic Planning
25 September 2012	GIS Data Analyst	D&R	Resources	Management Systems
24 September 2012	Home Improvement Agency Surveyor	D&R	Strategy, Regeneration & Sustainability	Private Sector & Affordable Housing
22 August 2012	Environmental Sustainability Officer	D&R	Strategy, Regeneration & Sustainability	Sustainable Development
06 August 2012	Trainee Accountant	Resources	Corporate Finance	Corporate Accounts Trainees
28 August 2012	Trainee Accountant	Resources	Corporate Finance	Corporate Accounts Trainees
02 July 2012	F Administrative Assistant	Resources	Corporate Finance	Risk Management
28 August 2012	Principal Insurance Officer (General) 4	Resources	Corporate Finance	Risk Management
24 September 2012	Benefits Customer Contact Officer	Resources	Customer Access & ICT	Benefits Services
03 September 2012	ICT Service Relationship Manager	Resources	Customer Access & ICT	ICT Client Unit
23 July 2012	Team Manager Business Partner (CA)	Resources	Human Resources & Workforce Development	Consultancy
17 July 2012	Pre-Apprentice (S3)	Resources	Human Resources & Workforce Development	Operations

Appendix 4

Note that names have been withheld because they are classified as personal data under the Data Protection Act

LBTH Start	Post Description	Directorate	Division	Service
12/11/2012	Casual Care Officer Telehelp	AH&W	Adults Social Care Services	First Response & First Respons Hosp Unit
01/12/2012	Home Equipment Store Manager (WD)	AH&W	Adults Social Care Services	Occupational Therapy
01/11/2012	Rehabilitation Officer	AH&W	Adults Social Care Services	Reablement and Resources
01/11/2012	Rehabilitation Officer	AH&W	Adults Social Care Services	Reablement and Resources
19/11/2012	Rehabilitation Officer	AH&W	Adults Social Care Services	Reablement and Resources
12/12/2012	Brokerage Officer	AH&W	Commissioning and Health	Access to Resources
24/12/2012	Brokerage Officer	AH&W	Commissioning and Health	Access to Resources
03/12/2012	Generic Reg&Citizenship Off - Sessional	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
03/12/2012	Generic Reg&Citizenship Off - Sessional	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
03/12/2012	Generic Reg&Citizenship Off - Sessional	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
10/12/2012	Generic Registration&Citizenship Officer	Chief Executive	Assistant Chief Executive Legal Services	Democratic Services
26/11/2012	Contracts Lawyer	Chief Executive	Assistant Chief Executive Legal Services	Legal Services Environment
08/10/2012	Primary Languages Advisory Teacher	CL&C	Culture, Learning and Leisure	Community Languages
04/10/2012	General Cookery	CL&C	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
24/12/2012	Sessional Tutor - German	CL&C	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
15/11/2012	Temp Sports Coach 16	CL&C	Culture, Learning and Leisure	Sports and Physical Activity
01/10/2012	Community Safety Information Analyst	CL&C	Safer Communities	Community Safety
20/12/2012	Violence Agains Women and Girls Str Mngr	CL&C	Safer Communities	Community Safety
20/12/2012	Violence Agains Women and Girls Str Mngr	CL&C	Safer Communities	Community Safety
26/11/2012	Health & Safety Coordinator (Training &	CL&C	Safer Communities	Consumer & Business Regulations
13/11/2012	c CCTV Database Administrator	CL&C	Safer Communities	Enforcement, Intervention & Markets
17/12/2012	Technical Officer (S) 2	CL&C	Safer Communities	Env Health & Env Protection
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker in Charge	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker in Charge	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Manager - LAP 3	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Senior Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Work Co-ordinator	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker in Charge	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Work Co-ordinator	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker in Charge	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Work Co-ordinator	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
08/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Work Co-ordinator	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Work Co-ordinator	CL&C	Safer Communities	Youth & Community Services
08/10/2012	Transition Support Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Manager (LAP 4)	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Senior Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Cleaner/Caretaker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker in Charge	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Workforce Development Coordinator	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Contract Manager	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker in Charge	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
08/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
15/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
15/10/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
22/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services

Appendix 4 (continued)

22/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
14/11/2012	Youth Worker	CL&C	Safer Communities	Youth & Community Services
01/10/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
19/11/2012	Youth Worker (Casual)	CL&C	Safer Communities	Youth & Community Services
18/12/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
18/12/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
18/12/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
18/12/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
18/12/2012	Casual Youth Involvement Worker	CL&C	Safer Communities	Youth & Community Services
12/12/2012	Lead Instructor	CL&C	Safer Communities	Youth & Community Services
14/11/2012	Health and Environmental Community Coord	CL&C	Strategy, Resources & Olympic Impacts	Str & Bus Dev-Culture, EC & S Planning
10/12/2012	Day Project Officer	CS&F	Adults Social Care Services	Learning Disability
08/10/2012	Social Worker 02	CS&F	Children's Social Care	Assessment & Early Intervention
24/10/2012	Social Worker AAE 10	CS&F	Children's Social Care	Assessment & Early Intervention
24/10/2012	Social Worker AAE 10	CS&F	Children's Social Care	Assessment & Early Intervention
17/12/2012	Family Centre Social Worker	CS&F	Children's Social Care	Assessment & Early Intervention
04/12/2012	Social Worker	CS&F	Children's Social Care	Children Looked After and Leaving Care
01/10/2012	Domestic (12a Norman Grove)	CS&F	Children's Social Care	Children's Resources
01/11/2012	Social Worker Fostering Support 07	CS&F	Children's Social Care	Children's Resources
01/11/2012	Social Worker ART 05	CS&F	Children's Social Care	Children's Resources
08/10/2012	Social Worker 01	CS&F	Children's Social Care	Family Support & Protection
10/12/2012	Social Worker 00	CS&F	Children's Social Care	Family Support & Protection
22/10/2012	Professional Development Co-ordinator	CS&F	Children's Social Care	Integ Servs Children with Disabilities
03/11/2012	Family Link Support Worker (Casual)	CS&F	Children's Social Care	Integ Servs Children with Disabilities
14/11/2012	Assistant Travel Trainer	CS&F	Commissioning and Health	Children's Commissioning Team
12/11/2012	Policy Officer	CS&F	CSF Strategy, Policy & Performance	
29/10/2012	Information & Advice Personal Adviser	CS&F	Learning & Achievement	Careers Service
08/10/2012	Project Lead Information & HE Support	CS&F	Learning & Achievement	Careers Service
01/12/2012	Midday Meals Supervisor	CS&F	Learning & Achievement	Early Years Service
08/10/2012	Project Worker -Early Learning for 2 y/o	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
15/10/2012	Project Worker -Early Learning for 2 y/o	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
24/10/2012	Parent Support Practitioner	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
05/11/2012	Office Assistant & Receptionist (NE)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
27/11/2012	Office Assistant/Receptionist (SW)	CS&F	Learning & Achievement	Learning and Achievement - Birth to 11
01/10/2012	Learning Mentor	CS&F	Learning & Achievement	Pupil Referral Unit
05/11/2012	Primary School Librarian	CS&F	Learning & Achievement	School Improvement Secondary
01/10/2012	Post 16 Project Worker	CS&F	Learning & Achievement	School Improvement Secondary
29/10/2012	Capita SIMS MIS Specialist	CS&F	Resources	Children's Information Systems
01/10/2012	Cleaner	CS&F	Resources	Contract Services
01/10/2012	Cleaner	CS&F	Resources	Contract Services
01/12/2012	Cleaner	CS&F	Resources	Contract Services
03/12/2012	Cleaner	CS&F	Resources	Contract Services
17/12/2012	Accommodation Procurement Officer	D&R	Housing Options	Housing Management
17/12/2012	Admin Officer - Assessments 2	D&R	Housing Options	Housing Management
12/11/2012	Enforcement Team Leader	D&R	Planning & Building Control	Development
20/11/2012	EIA Officer	D&R	Planning & Building Control	Development
03/12/2012	Planning Officer	D&R	Planning & Building Control	Development
04/12/2012	Planning Officer	D&R	Planning & Building Control	Development
08/10/2012	Enforcement Officer	D&R	Planning & Building Control	Development Control
17/12/2012	Planning Officer	D&R	Planning & Building Control	Development Control
08/10/2012	Heritage & Design Officer	D&R	Planning & Building Control	Strategic Planning
10/12/2012	Principal GIS Data Analyst	D&R	Resources	Management Systems
17/12/2012	Document Management & Data Entry Assitant	D&R	Resources	Management Systems
01/10/2012	Senior Empty Property Officer	D&R	Strategy, Regeneration & Sustainability	Private Sector & Affordable Housing
01/10/2012	Benefits Customer Contact Officer	Resources	Customer Access & ICT	Benefits Services
22/10/2012	Benefits Customer Contact Officer	Resources	Customer Access & ICT	Benefits Services
10/11/2012	Programme Support Officer	Resources	Finance & HR Development Programme	
02/10/2012	Pre-Apprentice (S3)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S1)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S3)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S3)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S3)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S1)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S1)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S1)	Resources	Human Resources & Workforce Development	Operations
02/10/2012	Pre-Apprentice (S1)	Resources	Human Resources & Workforce Development	Operations
24/12/2012	HR & WD Administrator	Resources	Human Resources & Workforce Development	Operations
24/12/2012	HR & WD Administrator	Resources	Human Resources & Workforce Development	Operations
24/12/2012	HR & WD Administrator	Resources	Human Resources & Workforce Development	Operations

Appendix 5

Appendix 5 - Breakdown of new starters (July - September 2012) by equality strands and grade

Ethnicity							
New Starters, July - September 2012	Asian	Asian-Bangladeshi	Black	Mixed	White	Declined to state/Missing/Other	Total
Adults Health and Well Being Services	0	1	1	0	0	0	2
Chief Executive	0	0	1	0	2	0	3
Children, Schools & Families Directorate	1	7	9	3	18	1	39
Communities Localities and Culture	2	7	4	2	12	0	27
Development & Renewal	2	1	2	1	6	0	12
Resources	1	2	1	2	2	0	8
Total	6	18	18	8	40	1	91

Gender			
New Starters, July - September 2012	Female	Male	Total
Adults Health and Well Being Services	2	0	2
Chief Executive	2	1	3
Children, Schools & Families Directorate	28	11	39
Communities Localities and Culture	16	11	27
Development & Renewal	7	5	12
Resources	3	5	8
Total	58	33	91

Religion								
New Starters, July - September 2012	Buddhist	Christian	Jewish	Muslim	No religion	Other	Declined to State	Total
Adults Health and Well Being Services	0	1	0	1	0	0	0	2
Chief Executive	0	3	0	0	0	0	0	3
Children, Schools & Families Directorate	1	12	1	10	10	4	2	40
Communities Localities and Culture	1	7	0	9	4	4	1	26
Development & Renewal	0	6	0	1	3	2	2	12
Resources	0	2	0	4	2	0	0	8
Total	2	31	1	25	19	8	5	91

Sexual Orientation				
New Starters, July - September 2012	Gay	Heterosexual	Declined to State	Total
Adults Health and Well Being Services	0	2	0	2
Chief Executive	0	1	2	3
Children, Schools & Families Directorate	0	37	2	39
Communities Localities and Culture	1	24	2	27
Development & Renewal	0	10	2	12
Resources	0	7	1	8
Total	1	81	9	91

Disability				
New Starters, July - September 2012	Disabled	Not Disabled	Declined to State	Total
Adults Health and Well Being Services	0	1	1	2
Chief Executive	0	3	0	3
Children, Schools & Families Directorate	4	34	1	39
Communities Localities and Culture	1	21	5	27
Development & Renewal	0	10	2	12
Resources	1	7	0	8
Total	6	76	9	91

Salary (FTE)						
New Starters, July - Sept 2012	<20,000*	20000 - 29999	30000 - 39999	40000 - 49999	Casual, hourly paid**	Grand Total
Adults Health and Well Being Services	0	0	2	0	0	2
Chief Executive	0	0	2	1	0	3
Children, Schools & Families Directorate	4	10	16	5	4	39
Communities Localities and Culture	0	9	2	2	14	27
Development & Renewal	0	3	5	3	1	12
Resources	1	4	1	2	0	8
Grand Total	5	26	28	13	19	91

Nb - All salaries based on Full Time Equivalent
* - Includes 1 apprentice
** - Casual hourly paid workers and '0' hour tutors

Appendix 5 (Continued)

Age							
	20 - 25	25 - 30	30 - 40	40 - 50	50 - 60	60 - 65	Grand Total
New Starters, July - September 2012							
Adults Health and Well Being Services				2			2
Chief Executive		1		1	1		3
Children, Schools & Families Directorate	3	11	16		9		39
Communities Localities and Culture	2	6	6	5	6	2	27
Development & Renewal	1	3	3	4	1		12
Resources	5			1	2		8
Grand Total	9	16	20	12	18	2	91

Appendix 6

Breakdown of new starters (Oct – Dec 2012) by equality strands and grade

Ethnicity							
	Asian-Indian	Asian-Bangladeshi	Black	Mixed	White	Declined to state/Missing/Other	Total
AH&W	1	1			5		7
Chief Executive		2	2		1		5
CL&C	4	36	13	2	15	8	78
CS&F	4	5	6	2	12	2	31
D&R		2	1		8	1	12
Resources	1	8	1		4	1	16
Total	10	54	24	4	45	12	149

Gender			
	Female	Male	Total
AH&W	3	4	7
Chief Executive	2	3	5
CL&C	34	44	78
CS&F	24	7	31
D&R	5	7	12
Resources	3	13	16
Total	71	78	149

Religion										
	Buddhist	Christian	Jewish	Muslim	No religion	Hindu	Sikh	Other	Decline to State/No data	Total
AH&W		2	1	1	1	1			1	7
Chief Executive		3		2						5
CL&C	1	19		36	5	2	2	2	11	78
CS&F		8	1	9	10	2		1		31
D&R		7		2	3					12
Resources		4		9	2				1	16
Total	1	43	2	59	21	5	2	3	13	149

Sexual orientation				
	Gay	Heterosexual	Decline to State/No data	Total
AH&W	1	5	1	7
Chief Executive		5		5
CL&C		64	14	78
CS&F	1	30		31
D&R	1	11		12
Resources		14	2	16
Total	3	129	17	149

Appendix 6 (continued)

Disability				
	Disabled	Not Disabled	Decline to State/No Data	Total
AH&W		7		7
Chief Executive		4	1	5
CL&C	4	56	18	78
CS&F	2	28	1	31
D&R		12		12
Resources	9	2	5	16
Total	15	109	25	149

Salary						
	<20000	20000 - 29999	30000 - 39999	40000 - 49999	Casual/Hourly Paid	Total
AH&W		3	2	1	1	7
Chief Executive		4	1			5
CL&C	16	28	9	2	23	78
CS&F	6	6	16		3	31
D&R		4	7	1		12
Resources	10	6				16
Total	32	51	35	4	27	149

Age									
	<=20	21-24	25-34	35-44	45-49	50-54	55-59	60-64	Total
AH&W			5			1	1		7
Chief Executive			3		1	1			5
CL&C	1	7	31	18	10	2	9		78
CS&F		4	10	10	1	3	2	1	31
D&R	1	1	8	1	1				12
Resources	1	7	7	1					16
Total	3	19	64	30	13	7	12	1	149

Agenda Item 3.3

COMMITTEE: Human Resources Committee	DATE: 27 th March 2013	CLASSIFICATION: Unrestricted	REPORT NO:	AGENDA ITEM: 3.3
REPORT OF: Head of Paid Service ORIGINATING OFFICER(S): John Williams, Service Head, Democratic Services Angus Taylor Principal Committee Officer		TITLE: Establishment of Appointments Sub-Committee Wards Affected: All		

1. SUMMARY

- 1.1 The terms of reference of the Human Resources Committee include the determination of criteria for the Appointments Sub-Committees established from time to time to consider the appointment of statutory and non statutory Chief Officers and Deputy Chief Officers.
- 1.2 The Committee on 26th February 2013 agreed arrangements for appointing to a number of senior management vacancies including the Corporate Director, Education, Social Care and Wellbeing; internal-only recruitment to two Service Head posts in that directorate (the Service Head - Resources and Service Head - Adult Social Care posts); and a further internal-only expression of interest process for the Interim Corporate Director (Resources).
- 1.3 This report recommends the establishment of the Appointments Sub-Committee for the remainder of the current municipal year and criteria for membership of the Sub-Committee in accordance with the Constitution and agreed procedures.

2. RECOMMENDATIONS

- 2.1 That the Committee establish the Appointments Sub-Committee for the remainder of the municipal year 2012/13 with terms of reference as set out at paragraph 4.1 below;
- 2.2 That the arrangements for nominating Councillors to serve on the Appointments Sub-Committee be agreed as set out at paragraph 4.2 below and the Service Head, Democratic Services be authorised to agree the dates of Appointments Sub-Committee meetings and the membership of the Sub-Committee for each appointment that is required in accordance with nominations from the Group Leaders and Mayor; and
- 2.3 That the Committee note the process for appointment to Chief Officer and Deputy Chief Officer posts as set out at paragraph 5 below.

3. BACKGROUND

- 3.1 Under the Officer Employment Procedure Rules at Part 4.9 of the Council's Constitution, the Appointments Sub-Committee will be established on criteria approved by the Human Resources Committee comprising relevant Councillors to make appointments to Chief Officer and Deputy Chief Officer posts.
- 3.2 The Human Resources Committee has previously agreed these criteria and an appointment process designed to meet the requirements of the Constitution, to be clear and transparent for Councillors and officers, and to follow recruitment best practice resulting in a successful and fair appointments process.
- 3.3 Human Resources Committee on 26th February 2013 agreed arrangements for appointing to a number of senior management vacancies. There is a need to progress these appointments without delay, in particular those posts in the new Education, Social Care and Wellbeing Directorate to ensure robust management arrangements are in place upon the retirement of the acting Corporate Director. Officers have already begun liaison with the Mayor and Group Leaders regarding the arrangements for the first of the Appointments Sub-Committees to meet as soon as possible, subject to the Committee's approval of this report.

4. APPOINTMENTS SUB-COMMITTEE

Terms of reference

- 4.1 It is proposed that in accordance with the Council's Constitution, the Committee establish an Appointments Sub-Committee with the following terms of reference:-
"To make appointments to Chief Officer and Deputy Chief Officer posts in accordance with the Council's Constitution and the agreed Recruitment and Selection Procedures."

Membership

- 4.2 The Human Resources Committee has previously agreed the arrangements for nominating Councillors to serve on the Appointments Sub-Committee. It is proposed that these arrangements, set out below for ease of reference, should continue to apply;
- a) For a **Chief Officer** (Corporate Director level) appointment, the Appointments Sub-Committee shall comprise of **seven Councillors** as follows:-
- § Four Councillors nominated by the Leader of the Majority Group;
 - § One Councillor nominated by the Leader of the largest minority group;
 - § either the Mayor and one other Councillor nominated by the Mayor; or two Councillors nominated by the Mayor at least one of whom must be a member of the Executive.

- b) For a **Deputy Chief Officer** (Service Head level) appointment, the Appointments Sub-Committee shall comprise of **five Councillors** as follows:-
 - § Three Councillors nominated by the Leader of the Majority Group;
 - § One Councillor nominated by the Leader of the largest minority group;
 - § either the Mayor or one Councillor nominated by the Mayor who must be a member of the Executive.
- c) The Service Head Democratic Services (or his nominee) to liaise with the Mayor and Group Leaders to receive their nominations, in accordance with the above allocation of places, and to agree the date of the first Sub Committee in each Chief Officer/ Deputy CO appointment cycle.
- d) The Mayor and political groups are expected to assist in achieving a Sub-Committee whose overall composition is diverse in terms of gender and ethnicity wherever possible. In the event that the initial nominations do not produce such a Sub-Committee, the Service Head Democratic Services (or his nominee) after consultation with the Service Head Human Resources and Workforce Development will discuss with the respective group leaders and the Mayor options for amending one or more of those nominations as necessary to achieve sufficient diversity.
- e) Members can only sit on an Appointments Sub-Committee if they have received training at this Council on recruitment and selection.
- f) The quorum for the Appointments Sub-Committee shall be at least three members.

5. PROCESS FOR APPOINTMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS

- 5.1 The rules governing the appointment of Chief Officers/Deputy Chief Officers are set out in the Council's Officer Employment Procedure Rules (Part 4.9 of the Constitution), which are in turn substantially derived from statutory provisions (primarily the Local Authorities (Standing Orders) (England) Regulations 2001). In practical terms the following is an outline of the process. This may be abbreviated or some elements of the process may not be required in the case of an internal-only recruitment or interim appointment.

Advertisement and longlisting

- 5.2 The Council may use recruitment consultants to assist with senior appointments. The Service Head Human Resources and Workforce Development will work with the recruitment consultants and the Head of Paid Service or the relevant Corporate Director to establish a timeline for the recruitment process and agree an advertisement in accordance with Council policy.

- 5.3 Following advertisement, the Service Head Human Resources and Workforce Development, the recruitment consultants and the Head of Paid Service or relevant Corporate Director will agree a longlist of candidates and details of the process to follow, including visits, the use of assessment tools such as in-tray and other testing. Longlisted candidates will then undergo an assessment process.

Shortlisting and interviews

- 5.4 If necessary, the Appointments Sub-Committee may then meet to consider the results of the longlist interviews and the recruitment consultants' and officers' recommendations; and agree a shortlist of candidates for interview.
- 5.5 The Appointments Sub-Committee will then meet again to interview the shortlisted candidates. The officers will table suggestions for questions at the start of the meeting. References for candidates will be available for consideration but will only be considered once the ASC has decided who to appoint.

Appointment

- 5.6 If the Appointments Sub-Committee agrees on a candidate suitable for the post of Chief Officer/Deputy Chief Officer, it must inform the Mayor and each member of the Executive of its 'provisional intention to make an offer' to the preferred candidate. The Mayor and Executive members then have a two day period in which they may notify any objection to the making of the appointment. If no such objection is received within that period, a firm offer will be made. Should an objection be received the Appointments Sub-Committee would be required to reconvene to consider any objection and make a determination.

Note: Sub-Committee membership throughout the appointment process

- 5.7 The Committee has previously agreed that the membership of the ASC must remain the same throughout the process for an appointment and there can be no substitutions once the process has commenced for a particular appointment. A member of the ASC who ceases his/her participation after the Sub-Committee has started to meet may not be replaced. Rather the Sub-Committee would continue with a reduced number of members, subject to remaining quorate. Equally, a member of the ASC who does not participate in a stage of the process (e.g. shortlisting) may not then take part in a subsequent stage (e.g. interviews).
- 5.8 These provisions represent good recruitment practice. However, there may be occasions when their strict application could work against other aspects of best practice - for example by reducing the diversity of the Sub-Committee in terms of gender or ethnicity. In such exceptional circumstances the Service Head HR & WD may waive the requirement at 5.7 above in order to ensure a sufficiently diverse membership of the Sub-Committee, provided that consistency is maintained within each distinct stage of the appointment process.

6. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 6.1 The costs of senior officer recruitment and the associated administering of the Appointments Sub-Committee will be contained within existing budget allocations for Human Resources and Workforce Development and related functions.

7. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 7.1 Under the Council's Constitution it falls with the terms of reference of the Committee to determine criteria for the appointment of statutory and non-statutory Chief Officers and Deputy Chief Officers for Appointments Sub-Committees, which it may establish from time to time to consider such appointments.
- 7.2 The Local Authorities (Standing Orders) (England) Regulations 2001 require that the ASC is politically proportionate and include at least one member of the Executive. The regulations also set out a statutory 'objection' procedure under which an appointment may only be confirmed if there is no well-founded objection to the proposed appointment by the Mayor or a member of the Executive.

8. ONE TOWER HAMLETS CONSIDERATIONS

- 8.1 The recruitment process will follow equalities best practice to ensure a diverse range of potential candidates. Members of the Appointments Sub-Committee will be trained on appointments and on equalities practices.

9. ANTI-POVERTY IMPLICATIONS/SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 9.1 There are no direct implications for anti-poverty or environmental sustainability.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 There is a risk that the Council will not be successful in securing the best staff and its reputation will suffer if the recruitment and selection process for senior staff does not operate smoothly and effectively. The recommendations detailed above will ensure the Council complies with the statutory requirements for the appointment of Chief Officers and Deputy Chief Officers.

**Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report**

Brief description of "back ground papers"

Name and telephone number of holder
and address where open to inspection.

None

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