

LONDON BOROUGH OF TOWER HAMLETS

PERSONNEL COMMITTEE

30th JUNE 2005

At a meeting of the **PERSONNEL COMMITTEE** held on **THURSDAY 30th JUNE 2005** at the **TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT, LONDON E14 2BG** at **7.00 p.m.** in **ROOM M72.**

Members Present

Councillor Betheline Chattopadhyay (Chair)
Councillor Helal Abbas
Councillor Helal Rahman
Councillor Tim O'Flaherty
Councillor Rajib Ahmed

Officers Present

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| Ms Christine Gilbert | (Chief Executive) |
| Ms Cara Davani | (Service Head, Human Resources) |
| Mr Mark Keeble | (Interim Head of Human Resources Strategy) |
| Ms Rebecca Arnold | (Principal Committee Officer) |

1. Election of Vice-Chair for the 2005/06 Municipal Year

RESOLVED

That Councillor Helal Abbas be elected Vice-Chair of the Personnel Committee for the 2005/06 Municipal Year.

2. Apologies for Absence

None were received.

3. Declarations of Interest

None

4. Unrestricted Minutes

The minutes of the meeting of the Personnel Committee held on 20th April 2005 were agreed as a correct record of that meeting and signed by the Chair.

5. Report of the Head of Democratic Renewal & Engagement

5.1 Personnel Committee Terms of Reference (Report Number PC001/056)

The Committee received a report of the Head of Democratic Renewal & Engagement which set out the Committee's terms of reference for information.

The Chair moved and it was

RESOLVED

That the Terms of Reference of the Personnel Committee be noted.

6 Report of Director of Resources

6.1 Terms and Conditions of Employment and Employee Handbook (Report Number PC002/056)

The Committee received a report of the Director of Resources which presented revised, draft terms and conditions of employment for new employees and an updated draft employee handbook for approval.

Several Members commented on the comprehensive nature of the new handbook and praised officers for their hard work in compiling it.

Arising from discussion on the handbook, a Member suggested that officers look at ways to further encourage staff to travel by bicycle.

With regard to the revised terms and conditions of employment, the Chief Executive requested that paragraph 10 be clarified to make it clear that members of staff were required to give either one month's notice or three months, as relevant.

At the conclusion of the discussion the Chair moved and it was

RESOLVED

That:

- 1) Subject to the resolution of the query set out above in relation to paragraph 10 of the document, the draft terms and conditions of employment be approved, as set out in the report (PC002/056) for use for all new starters with effect from 1st August 2005; and
- 2) The draft employee handbook be approved, as set out in the report (PC002/056) to replaced the existing version.

7. Report of the Chief Executive

7.1 Role of Deputy to the Chief Executive (Report Number PC003/056)

The Committee received a report of the Chief Executive regarding the deputising arrangements for the Chief Executive and the re-designation of the posts of Adviser to the Chief Executive and Chief Legal Officer.

Following the introduction of the report by the Chief Executive, the Chair Moved and it was

RESOLVED

That

- 1) A formal deputising arrangement for the Chief Executive be established and this role be delegated by the Chief Executive to a member of the Corporate Management Team on a 2 year rotating basis, this would be reviewed after one year in the first instance;
- 2) The arrangement set out at (1) above be put in place on a trial basis with effect from 1 September 2005 until the end of December 2006 and the role be undertaken during this time by the Corporate Director (Social Services);
- 3) For clarity, the post of Adviser to the Chief Executive be re-designated to Assistant Chief Executive; and
- 4) As recommended by the recruitment consultants, the title Chief Legal Officer be changed to Assistant Chief Executive (Legal Services).

8. Any Other Business the Chair Considers Urgent

There was no other business or any exempt business on the Agenda for this meeting.

Close of Meeting: 7.15 p.m.

Councillor Betheline Chattopadhyay
Chair: Personnel Committee