



# HUMAN RESOURCES COMMITTEE WORK PLAN and ACTION LIST 2023/24

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## HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24

### ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Interim and Acting Up Arrangements	Musrat Zaman, Dir Workforce, OD and Business Support	GPC February 2023	From General Purposes Committee 22-23 work plan. To report on all interim and acting up arrangements in senior officer roles.

**N.B. once concluded** - actions should remain on the list marked 'complete' for the remainder of the municipal year.

**HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24**

<b>12 JUNE 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Employee Relations Casework Policy Annual Report 22/23	An update on the Employee Relations Casework Policy Annual Report	Musrat Zaman Director of Workforce, OD and Business Support	
2. Annual Employee Relations Casework report Quarter 4	An update on the Employee Relations Casework Policy Annual Report	Musrat Zaman Director of Workforce, OD and Business Support	
3. Update on Senior Recruitment (including acting up and interim arrangements).	An update on Tower Hamlet Senior Recruitment	Musrat Zaman Director of Workforce, OD and Business Support	
4. Annual administrative reports	Including noting terms of reference, membership and establishment of appointments sub committee.	Matthew Mannion, Head of Democratic Services	

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<b>14 SEPTEMBER 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Employee Relations Casework and Policy Quarterly Review	An update on the Employee Relations Casework Policy Quarterly Report	Musrat Zaman, Director of Workforce, OD and Business Support	
2. Update on Senior Recruitment	An update on Tower Hamlet Senior Recruitment	Musrat Zaman, Director of Workforce, OD and Business Support	

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<b>28 NOVEMBER 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Employee Relations Casework and Policy Quarterly Review	An update on the Employee Relations Casework Policy Quarterly Report	Musrat Zaman, Director of Workforce, OD and Business Support	
2. Update on senior recruitment	To note recruitment activity for senior officer posts.	Musrat Zaman, Director of Workforce, OD and Business Support	

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<b>20 FEBRUARY 2024</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Update on senior recruitment	To note recruitment activity for senior officer posts.	Musrat Zaman, Director of Workforce, OD and Business Support	
2. Employee Relations Casework and Policy Quarterly Review	An update on the Employee Relations Casework Policy Quarterly Report	Musrat Zaman, Director of Workforce, OD and Business Support	