

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE HUMAN RESOURCES COMMITTEE

HELD AT 7.30 P.M.ON WEDNESDAY, 27 MARCH 2013

**COMMITTEE ROOM 1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5
CLOVE CRESCENT, LONDON, E14 2BG**

Members Present:

Councillor M. A. Mukit MBE (Chair)

Councillor John Pierce (Vice-Chair)

Councillor Zenith Rahman

Councillor Gloria Thienel

Officers Present:

Simon Kilbey	– Service Head Human Resources and Workforce Development
David Galpin	– Head of Legal Services, Community
Evelyn Akoto	– Committee Officer

1. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Cllrs Rajib Ahmed, and Rania Khan.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

There were none.

3. REPORTS OF CORPORATE DIRECTOR, RESOURCES

3.1 Localism Act 2011 - Pay Policy Statement 2013/14

Mr Simon Kilbey, Service Head Human Resources and Workforce Development, introduced the report. He stated that the Council's first Pay Policy statement was agreed by Council last year, following approval by the Human Resources Committee. He continued that it has proved to be a secure and stable arrangement, and therefore there are no proposals to make radical changes. However, there have been developments in terms of guidance from the government, which is reflected in the paper. He highlighted the following:

- The new guidance states that the pay policy should outline the Council's position in relation to appointments to posts with remuneration and redundancy packages in excess of £100,00.

- There is a requirement for the council to publish the pay performance indicator ratio. Last year the pay ratio was 1:6.5, however given the salary adopted from the Head of Paid Service, the pay ratio has improved and is now 1:6:1.
- The Council has a policy of compiling with the London Living Wage.

The Chair enquired about the current pay levels of the lowest paid staff. The Service Head Human Resources and Workforce Development confirmed that the London Living Wage was increased in November 2012, which required further work to be done to ensure that the lowest paid employees had this increase reflected in their pay. Therefore the current pay level of the lowest paid staff is Scale 1 (spinal Column point 6). The Pay Policy will be updated with this information.

Action: Simon Kilbey

In response to questions, the Service Head Human Resources and Workforce Development gave the following responses.

- As part of their contractual package, senior executives who are members of the Corporate Management Team, receive as part of their remuneration, three elements, basic pay, London weighting and travel allowance.
- As part of the budget proposals, there have been suggestions that the travel allowance could be withdrawn, which will affect around 600 staff. This is being considered by the Corporate Management Team. The Committee can change the Pay Policy throughout the year, if needed, subject to any necessary legal processes and agreed by Full Council.
- The Localism Act is about paid employment so the Pay Policy does not cover allowances received by Members.
- An exit settlement is a negotiated payment for senior executives in appropriate cases when they are to leave the Council.

With regards to the re-employment following redundancy/early retirement, the Committee Members proposed a change to the Pay Policy, and requested that the Chair of the Human Resources Committee be added to officers, who are given authority to waive the 1 year requirement to allow re-employment.

Action: Simon Kilbey

A member queried whether there were safeguards in place to ensure that senior staffs in receipt of travel allowance were not also submitting expenses receipts. The Service Head Human Resources and Workforce Development noted the concern.

A member requested that officers provide a benchmark report on the Pay Policy arrangements of neighbouring Councils, if and when the Pay Policy is referred back to the committee.

Action: Simon Kilbey

RESOLVED

1. That the draft pay policy statement be agreed subject to amendment (a) below being made prior to publication and to recommend its submission to Full Council;

(a) **12.5** Re-employment following redundancy/early retirement

*'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 **and the Chair of the Human Resources Committee**, have authority to waive the 1 year requirement, provided there is justification'.*

2. That it be agreed 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 be 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.

3.2 Quarterly report - new starters

Simon Kilbey, Service Head, Human Resources and Workforce Development presented the report. He stated that at its meeting on the 29th February 2012, the Human Resources Committee requested that quarterly reports be submitted providing information on new starters to the Council. He continued that the report provided information on new entrants to the Council, and does not include information on schools, agency workers, promotion or staff moving between departments.

In response to questions, the Service Head Human Resources and Workforce Development gave the following responses.

- The terms of reference of the Human Resources Committee involves terms of conditions of employment matters.
- Members request to receive additional information such as names of new employers is contrary to the data protection act. Under the data protection the Committee would have to show a 'need to know' before such information can be provided.
- The Council collects a wide range of equalities data. There are plans over the next 6-9 months to run focus groups around all the equality streams which will be linked to the Council's staff survey. This will allow a better understanding of how employees view the Council, and it is

hoped that figures and perception will improve as staff remain in the organisation.

Members raised concerns on the low recruitment figures of staff in the 50+ age category. Members commented that there is a wealth of experiences in the older age bracket that should be tapped into. The Service Head Human Resources and Workforce Development will raise this at the Council's People Board.

A Member spoke about target advertising, suggesting that relevant job vacancies can be advertised at organisations like Age UK, or Wise Owls.

RESOLVED

That the report be noted.

4. ESTABLISHMENT OF THE APPOINTMENTS SUB-COMMITTEE

On behalf of John Williams, Service Head Democratic Services, the Service Head Human Resources and Workforce Development introduced the report to the Committee, highlighting the following:

- The Committee on 26th February 2013 agreed that arrangements be put in place for appointing to a number of senior management vacancies. The report is therefore a standard report to establish an Appointment Sub-Committee, of which one had been arranged for the following day, 28 March 2013.
- Officers are conscious of the Committee's request to process the appointments of senior posts without delay to ensure that robust management arrangements are in place.
- The report also highlights that the process may be abbreviated or some elements not required in the case of an internal-only recruitment or interim appointments

The Chair confirmed that some nominations have already been received, and also reiterated members wish for the appointment process to progress without delay.

RESOLVED

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 of the report;
2. That the arrangements for nominating Councillors to serve on the Appointments Sub-Committee be agreed 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

3. That the Committee note the process for appointment to Chief Officer and Deputy Chief Officer posts.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

There were none

The meeting ended at 8.10 p.m.

Chair, Councillor M. A. Mukit MBE
Human Resources Committee