

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE HUMAN RESOURCES COMMITTEE

HELD AT 6.33 P.M. ON THURSDAY, 20 JUNE 2013

**ROOM MP701, 7TH FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE
CRESCENT, LONDON, E14 2BG**

Members Present:

Councillor Carlo Gibbs (Chair)
Councillor John Pierce
Councillor Alibor Choudhury (Cabinet Member for Resources)
Councillor Gloria Thienel
Councillor David Edgar (Vice-Chair)
Councillor Sirajul Islam (Leader of the Labour Group)

Officers Present:

Simon Kilbey – (Service Head, Human Resources and Workforce Development)
John Williams – (Service Head, Democratic Services, Chief Executive's)
Evelyn Akoto – (Committee Officer)

1. ELECTION OF VICE-CHAIR

Councillor Sirajul Islam nominated Councillor David Edgar as Vice-Chair of the Human Resources Committee for 2013-2014.

There being no other nominations it was: -

Resolved

That Councillor David Edgar be elected to serve as Vice – Chair of the Human Resources Committee for the remainder of the Municipal Year 2013-2014.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Oliur Rahman and Shiria Khatun, for whom Councillor Sirajul Islam was deputising.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

No declarations of disclosable pecuniary interest were made.

4. REPORTS OF ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

4.1 Human Resources Committee Terms of Reference, Membership and Quorum

John Williams, Service Head, Democratic Services, at the request of the Chair introduced the report which set out for noting, arrangements agreed by Full Council for the Terms of Reference, Quorum, Membership and dates of meetings of the Human Resources Committee for the current Municipal Year.

The Chair proposed, and it was agreed by the Committee Members, that future Human Resources Committee meetings for 2013-2014 municipal year, be moved to the earlier time of 6.30pm.

Action by:

Evelyn Akoto, Democratic Services

The Chair **Moved**, and it was:-

RESOLVED

1. That the Terms of Reference, Membership, Quorum and dates of future meetings for the Committee, as set out in Appendices 1 and 2 and paragraph 3.3 of the report, be noted; and
2. That the Human Resources Committee meetings for the remainder of the municipal year be scheduled to take place at 6.30pm.

4.2 Establishment of Appointment Sub-Committee

John Williams, Service Head, Democratic Services, at the request of the Chair, introduced the report, recommending the establishment of the Appointments Sub-Committee in order to consider the appointments of statutory and non-statutory Chief Officers and Deputy Chief Officers posts; as well as the criteria for membership of the Sub-Committee.

The Service Head, Democratic Services, informed the Committee that some nominations had already been received for membership on the Appointments Sub-Committees for the two Chief Officer appointments that were underway, as set out at paragraph 4.3 of the report. In addition, the Mayor had recently submitted his nominations, who were Councillors Oliur Rahman and Alibor Choudhury.

He continued that the report also provided information on the different stages of the recruitment process, and most importantly that once membership had been established; it could not be changed at any time throughout the process. If a member of the Appointment Sub-Committee ceased his/her participation after it had started to meet, they could not be replaced.

RESOLVED

1. That the Committee establish the Appointments Sub-Committee for the municipal year 2013/14 with terms of reference as set out at paragraph 4.1 in the report;
2. That the arrangements for nominating Councillors to serve on the Appointments Sub-Committee be agreed as set out at paragraph 4.2 of the report, 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 as set out at paragraph 5 in the report.

4.3 Employment Matters

At the request of the Chair the Committee adjourned for 5 minutes to allow Members to read the report which had been tabled.

Simon Kilbey, Service Head Human Resources and Workforce Development, presented the tabled report on Employment Matters, which provided information on the progress on appointing to the two vacant Corporate Director Posts. He also highlighted the following:

- Potential candidates were being put through a variety of assessments before the process moved to the short listing stage.
- Once the Appointment Sub-Committee had been set up and convened, a report would be submitted to the Sub-Committee on the outcome of the assessment process making recommendations for a shortlist.
- Shortlisted candidates would meet the Mayor, group leaders, and stakeholders. Final interviews would be held with the Appointment Sub-Committee.

With reference to 6.1, Councillor Edgar asked for more details about the other Service Head level vacancies

The Chair also requested further information detailing the current arrangement in place for the Service Head posts, and the potential timetable for recruitment. The Chair requested that the Head of Paid Service be made aware that this matter will be discussed further at the Human Resources forthcoming meeting on 2 July 2013.

Action by:

Simon Kilbey, Service Head Human Resources and Workforce Development
Stephen Halsey, Head of Paid Service

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

- In previous recruitment of Chief Officer posts, candidates got the opportunity to meet with group leaders, the Mayor with officers in attendance. This gave both sides the opportunity to ask any questions. Candidates liked this approach as it was important that they met with the major party leaders and key stakeholders. It is envisaged that the current recruitment will follow the same process.
- A timetable for the recruitment of Service Heads is in place, a separate report will be brought to the Committee to provide further information.

Councillor Pierce requested that a progress report be brought back to the Committee on the Council's internship programme, with an equalities breakdown.

Action by:

Simon Kilbey, Service Head Human Resources and Workforce Development

RESOLVED

That the Committee note the report.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

6. EMPLOYMENT MATTERS

This item was listed on the agenda as a part 2 report, however it was moved into part 1 and taken at 4.3. Therefore there was no part 2 report for this meeting.

The meeting ended at 6.55 p.m.

Chair, Councillor Carlo Gibbs
Human Resources Committee