

Non-Executive Report of the:  <b>HR Committee</b>  21 <sup>st</sup> January 2016	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Zena Cooke, Corporate Director Resources Simon Kilbey – Service Head HR&WD	<b>Classification:</b> Unrestricted
<b>HR Committee Work Programme 2016/17</b>	

<b>Originating Officer(s)</b>	Simon Kilbey – Service Head HR&WD
<b>Wards affected</b>	All wards

## Summary

This report sets out a proposed work programme for the HR Committee for 2016/17. The introduction of a work plan and standard reports will bring the committee into line with other committees. This will assist agenda planning, to ensure reports submitted to the committee are planned in advance and in line with its terms of reference.

The majority of employment matters in the council are delegated to officers but the HR Committee also has a crucial role to play. There are times when the committee is a stakeholder receiving information on employment issues and there are times when the committee is the decision maker, especially in relation to major terms and conditions and some pay matters.

## Recommendations:

HR Committee is recommended to:-

Consider and agree the proposed areas for the HR Committee's work programme for 2016/17.

Agree that reports prepared for consideration by the HR Committee will be linked to the work programme.

Agree reports on senior management recruitment will be brought as and when necessary.

## **1. REASONS FOR THE DECISIONS**

- 1.1 At present, there is no set programme of work for the HR Committee. There are some reports which go to the HR Committee on a regular basis, e.g. the annual Pay Policy report. Other reports are prepared and submitted upon request from the HR Committee.
- 1.2 Having an annual work programme, in line with other committees, is considered to be a more efficient use of the HR Committee's time and enables effective forward planning to focus on a number of key areas that affect the workforce where the Committee can add value.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The Committee could decide not to have a work programme, but that is not considered to be an efficient and effective use of the Committee's role and remit. Any suggestions for amendments to the work plan for 2016/17 by the HR Committee will be incorporated as appropriate.

## **3. DETAILS OF REPORT**

- 3.1 The functions of the HR Committee are set out in section 3.3.8 of the council's Constitution and are as follows: -
  - 1) To determine major policy on the terms and conditions on which staff hold office within allocated resources
  - 2) To establish a sub committee to consider any proposal to discipline and/or dismiss the Head of Paid Service or a statutory or non-statutory chief officer or deputy chief officer in accordance with the Officer Employment Procedure Rules set out in Part 4 of this Constitution
  - 3) To agree any negotiated settlement, in relation to a senior executive in circumstances which do not amount to a dismissal, that may be proposed in accordance with the council's Pay Policy Statement
  - 4) To establish an Appointments Sub Committee to consider the appointment of the Head of Paid Service and to make recommendations to the council on that appointment
  - 5) To determine the criteria for the appointment of statutory and non-statutory chief officers and deputy chief officers for the Appointments Sub Committees established from time to time to consider such appointments
- 3.2 The HR Committee is usually held on a quarterly basis, though sub committee meetings can also be held, as can extraordinary meetings, when needed.
- 3.3 At present, the work of the HR Committee is set from meeting to meeting with agreement from the Chair, with some standing reports.

3.4 The proposal to have a work plan for the HR Committee will allow the work of the committee to be focused on the main issues relating to the council's workforce.

**WORK PROGRAMME FOR 2016-17**

3.5 At present for 2016, HR Committees are scheduled for 21<sup>st</sup> January and 13<sup>th</sup> April.

3.6 A draft work plan for the HR Committee will be produced once a decision has been taken as to the areas for inclusion.

3.7 The committee will receive matters for decisions on:-

- Major policy on terms and conditions of employment
- Any proposals to discipline/dismiss a statutory or non statutory deputy chief or chief officer
- Any proposed negotiated settlements for a senior executive
- Proposals to recruit to senior management positions
- Pay Policy

3.8 The committee will be provided reports for either information or for their view as a stakeholder. Examples include:-

<b>Subject</b>	<b>What will be provided</b>	<b>Why provided</b>
Workforce Strategy	Reports on proposed corporate performance indicators and monitoring	HR Committee a stakeholder –views will be sought
Employer Circulars	Depending on timing, reports will be provided setting out the details of any government consultation	HR Committee a stakeholder –views will be sought as to the council's response
Designated Independent Person process for disciplinary/dismissal of statutory chief officers	A report setting out the proposed detail of the process – once national guidance and an amended JNC model procedure have been agreed	HR Committee a stakeholder and decision maker – could have contractual implications
A review of the council's terms and conditions	A report especially relating to terms around redundancy, following legislation that will be introduced in 2016 on the £95k redundancy cap	HR Committee a stakeholder and decision maker – could have contractual implications

3.9 Reports relating to specific one off matters will continue to be brought as needed, where they fall under the terms of reference of the committee and by agreement of the Chair of the HR Committee and the Service Head, Human Resources and Workforce Development.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

4.1 Resources required to support the programme will be funded through existing budgets. There are no additional financial implications as a result of the recommendations within this report.

#### **5. LEGAL COMMENTS**

5.1 This is a report for the HR Committee setting out the proposed work programme for the committee and as such there are no legal issues which arise from this report for which comments are required.

#### **6. ONE TOWER HAMLETS CONSIDERATIONS**

6.1 The use of a work programme will support the HR Committee to plan and prioritise its work effectively and this will in turn support the council to be an efficient and effective organisation.

#### **7. BEST VALUE (BV) IMPLICATIONS**

7.1 The implementation of a work programme would be a more efficient use of the HR Committee's time and enables effective forward planning to focus on a number of key areas that affect the workforce where the Committee can add value

#### **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

8.1 There are no implications.

#### **9. RISK MANAGEMENT IMPLICATIONS**

9.1 There are no direct risk management implications arising from this report.

#### **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

10.1 There are no implications.

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- NONE.

**Appendices**

- NONE.

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

List any background documents not already in the public domain including officer contact information.

- NONE.

**Officer contact details for documents:**

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