

Non-Executive Report of the: HR Committee 13 th April 2016	 TOWER HAMLETS
Report of: Zena Cooke, Corporate Director Resources	Classification: [Unrestricted or Exempt]
HR Committee Work Programme 2016/17	

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

Summary

At HR Committee on 21st January 2016, a report setting out proposals for a work programme for the committee was considered and agreed. This report provides a draft HR Committee Work Programme 2016-17 for agreement (Appendix 1).

Recommendations:

HR Committee is recommended to:-

Consider and agree the HR Committee's Work Programme for 2016-17.

1. REASONS FOR THE DECISIONS

- 1.1 At present, there is no set programme of work for the HR Committee. It was previously agreed by the committee that a work programme should be developed and therefore a draft work programme has been developed.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee could decide not to agree the draft work programme, or could make changes to it.

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 Agreeing the work programme 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 Meetings of the HR Committee are scheduled for 13th April 2016, 27th July 2016, 19th October 2016, 19th January 2017 and 20th April 2017.
- 3.6 It was agreed at HR Committee on 21st January 2016 that 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
- 3.7 The committee will be provided reports for either information or for their view as a stakeholder. Examples include:-

Subject	What will be provided	Why provided
Workforce Strategy	The narrative version of the strategy, prior to publication	For information
Employer Circulars	Depending on timing, reports will be provided	HR Committee are a stakeholder –views will

	setting out the details of any government consultation	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 are 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 are a stakeholder and decision maker – could have contractual implications

3.8 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.

3.9 A proposed HR Committee Work Programme 2016-17 is attached at Appendix 1.

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 There are no immediate legal implications arising from this report.

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.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- Appendix 1 – HR Committee Work Programme 2016-17

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:

- Simon Kilbey, Service Head (HR/WD) 020 7364 4922