

<b>Committee</b> Extraordinary Human Resources Committee	<b>Date</b> 4 <sup>th</sup> June 2008	<b>Classification</b> Unrestricted	<b>Report No.</b> (HR 001/089)	<b>Agenda Item No.</b>
<b>Report of:</b>  Acting Assistant Chief Executive		<b>Title :</b>  Human Resources Committee Terms of Reference, Membership and Quorum		
<b>Originating Officer(s) :</b>  Angus Taylor, Executive Team Leader, Democratic Services		<b>Ward(s) affected: N/A</b>		

## 1. Summary

- 1.1 This report sets out the Terms of Reference, Membership and Quorum of the Human Resources Committee for the Municipal Year 2008//2009 for Members' information.

## 2. Recommendation

- 2.1 That the Human Resources Committee note its Terms of Reference, Membership and Quorum as set out in Appendix A to this report.

## 3. Background

- 3.1 At the Annual General Meeting of the full Council held on 21<sup>st</sup> May 2008, the Authority approved a revised constitution. The Constitution as amended (Part 3 – Responsibility for Functions, Section 3.3 – Council and Statutory Bodies, Paragraph 3.3.8) sets out the terms of reference for the Human Resources Committee together with the Membership and Quorum thereof. These are set out in Appendix A for ease of reference.
- 3.2 It is traditional that following the Annual General Meeting of the Council at the start of the Municipal Year, at which various committees are established, that those committees note their terms of reference for the forthcoming Municipal Year.
- 3.3 The Committee's meetings for the remainder of the year, as agreed at the Annual General Meeting of the Council on 21<sup>st</sup> May 2008, are as follows:
- 18<sup>th</sup> June 2008
  - 20<sup>th</sup> August 2008
  - 29<sup>th</sup> October 2008
  - 10<sup>th</sup> December 2008
  - 11<sup>th</sup> March 2009

- 13<sup>th</sup> May 2008

Meetings are scheduled to take place at 6.30pm in accordance with the programme of meetings for principal meetings . However, officers will liaise with the Chair regarding this timing, in the near future, and should there be any change to the status quo members of the Committee and lead officers will be advised accordingly.

#### **4. Comments of the Chief Financial Officer**

There are no specific comments arising from the recommendations in the report.

#### **5. Concurrent report of the Assistant Chief Executive (Legal)**

- 5.1 The Committee is recommended to note the terms of reference for the current municipal year.

#### **6. Equal Opportunities Implications**

There are no specific equalities considerations arising from the recommendation in the report.

#### **7. Anti Poverty Implications**

There are no specific anti poverty implications arising from the recommendations in the report.

#### **8. Risk Management Implications**

There are no specific risk management implications arising from the recommendations in the report.

#### **9 Sustainable Action for a Greener Environment**

There are no specific risk management implications arising from the recommendations in the report.

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### **LOCAL GOVERNMENT ACT, 1972 SECTION 100D (AS AMENDED) LIST OF “BACKGROUND PAPERS” USED IN THE PREPARATION OF THIS REPORT**

Brief description of “background paper”

If not supplied  
Name and telephone  
number of holder

Report to Council AGM  
(21<sup>st</sup> May 2008) Agenda Item 11  
"Appointment to Committees/Panels  
of the Council"

Angus Taylor  
Executive Team Leader,  
Democratic Services  
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Council's Constitution

HR Committee Report (11 July 2008) - Terms of Reference,  
Membership and Quorum  
11/07/08