



HUMAN RESOURCES COMMITTEE WORK PLAN and ACTION LIST 2023/24

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HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24

ACTIONS LIST

| Action number | Title | Action Owner | Originating Meeting/Item | Due Date / Comment |
|---------------|--|---|--|--|
| 1. | Interim and Acting Up Arrangements | Musrat Zaman, Dir-Workforce, OD and Business Support | GPC February 2023 | From General Purposes Committee 22-23 work plan. To report on all interim and acting up arrangements in senior officer roles. |
| 2. | Establishment of Appointments Sub-Committee | Janet Fasan, Director of Legal & Monitoring Officer | Item 4.2 June 2023 | The Committee requested an additional line in the last paragraph within item 4.2 of the minutes to now read:- "Agree the terms of reference and procedure rules for the Employee Appeal Sub-Committee for the remainder of the municipal year 2023/24 as set out in the tabled papers, subject to an additional clause to specify that the membership be politically balanced, based on proportionality and group leaders to appoint members to the committee". |
| 3. | Employee Relations Casework and Policy Quarterly Review | Pat Chen, Interim Director of Workforce, OD and Business Support | Item 4.1 September 2023 meeting | Full details of all stages of complaint resolution and grievance decisions including a trend line of numbers and a comparison of the previous quarter be submitted to the Committee. Due 28 November meeting |
| 4. | Update on Senior Recruitment | Pat Chen, Interim Director of Workforce, OD and Business Support | Item 4.2 November 2023 meeting | An equalities breakdown with costs to be submitted to the Committee for review at the next meeting. Due: 20 February 2024 meeting. |
| 5. | Update on Disciplinary Action Process Against Statutory Officers | Pat Chen, Interim Director of Workforce, | Email 06.02.24 from Mayors Office | Report withdrawn at CEO's request for 20.02.24 meeting Due: 16 May 2024 meeting. |

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| | | OD and Business Support | | |

N.B. once concluded - actions should remain on the list marked 'complete' for the remainder of the municipal year.

HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24

| 12 JUNE 2023 | | | |
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| REPORT TITLE | BRIEF SUMMARY | LEAD OFFICER | OTHER CTTEE MEETINGS |
| 1. Employee Relations Casework Policy Annual Report 22/23 | An update on the Employee Relations Casework Policy Annual Report | Musrat Zaman Director of Workforce, OD and Business Support | |
| 2. Annual Employee Relations Casework report Quarter 4 | An update on the Employee Relations Casework Policy Annual Report | Musrat Zaman Director of Workforce, OD and Business Support | |
| 3. Update on Senior Recruitment (including acting up and interim arrangements). | An update on Tower Hamlet Senior Recruitment | Musrat Zaman Director of Workforce, OD and Business Support | |
| 4. Annual administrative reports | Including noting terms of reference, membership and establishment of appointments sub committee. | Matthew Mannion, Head of Democratic Services | |

HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24

| 14 SEPTEMBER 2023 | | | |
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| REPORT TITLE | BRIEF SUMMARY | LEAD OFFICER | OTHER CTTEE MEETINGS |
| 1. Employee Relations Casework and Policy Quarterly Review | An update on the Employee Relations Casework Policy Quarterly Report | Musrat Zaman, Director of Workforce, OD and Business Support | |
| 2. Update on Senior Recruitment | An update on Tower Hamlet Senior Recruitment | Musrat Zaman, Director of Workforce, OD and Business Support | |

HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24

| 28 NOVEMBER 2023 | | | |
|--|--|--|-----------------------------|
| REPORT TITLE | BRIEF SUMMARY | LEAD OFFICER | OTHER CTTEE MEETINGS |
| 1. Employee Relations Casework and Policy Quarterly Review | An update on the Employee Relations Casework Policy Quarterly Report | Pat Chen, Interim Director of Workforce, OD and Business Support | |
| 2. Update on senior recruitment | To note recruitment activity for senior officer posts. | Pat Chen, Interim Director of Workforce, OD and Business Support | |

HUMAN RESOURCES COMMITTEE WORK PLAN 2023/24

| 20 FEBRUARY 2024 | | | |
|--|--|--|-----------------------------|
| REPORT TITLE | BRIEF SUMMARY | LEAD OFFICER | OTHER CTTEE MEETINGS |
| 1. Update on senior recruitment | To note recruitment activity for senior officer posts. | Pat Chen, Interim Director of Workforce, OD and Business Support | |
| 2. Employee Relations Casework and Policy Quarterly Review | An update on the Employee Relations Casework Policy Quarterly Report | Pat Chen, Interim Director of Workforce, OD and Business Support | |