



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.

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Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
5.	Update on Disciplinary Action Process Against Statutory Officers	Pat Chen, Interim Director of Workforce, OD and Business Support	Email 06.02.24 from Mayors Office	Report to be submitted to the Committee for review at the next meeting. Due: 20 February 2024 meeting.

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

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12 JUNE 2023			
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	

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14 SEPTEMBER 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	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	

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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	

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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	

MEETING POSTPONED!

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07 MARCH 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	
3. Update on Disciplinary Action Process Against Statutory Officers	An update on the Disciplinary Action Process Against Statutory Officers	Pat Chen, Interim Director of Workforce, OD and Business Support	