

Non-Executive Report of the: Human Resources Committee 16 May 2024	 TOWER HAMLETS
Report of: Director of Legal and Monitoring Officer	Classification: Open (Unrestricted)
Human Resources Committee Terms of Reference, Quorum, Membership and Dates of Meetings 2024/25	

Originating Officer(s)	Justina Bridgeman, Committee Services Officer and Matthew Mannion, Head of Democratic Services
Wards affected	All wards

Executive Summary

This report sets out the Terms of Reference, Quorum, Membership and Dates of Meetings of the Human Resources Committee for the Municipal Year 2024-25 for the information of the Human Resources Committee members.

Recommendations:

The Human Resources Committee is recommended to:

1. Note its Terms of Reference, Quorum, Membership and Dates of future meetings as set out in Appendices 1, 2 and 3 to this report.
2. Determine the preferred time at which the scheduled meetings will start.

1. REASONS FOR THE DECISIONS

- 1.1 The report is brought annually to assist new and returning Members by informing them of the framework of the Committee set out in the Council's Constitution.

2. ALTERNATIVE OPTIONS

- 2.1 Not applicable to this report

3. DETAILS OF THE REPORT

- 3.1 The Annual Meeting of the Full Council to be held on 15 May 2024, Council is anticipated to re-establish the Human Resources Committee, appoint its membership and to delegate to it a range of duties and responsibilities in accordance with the Constitution.

3.2 As per tradition, following the Annual General Meeting of the Council at the start of the Municipal Year, all committees note their Terms of Reference, Dates of meetings, Quorum and Membership for the forthcoming Municipal Year. These are set out in **Appendix 1 and 2** of the report.

3.3 Meetings are scheduled to take place at 6.30pm **See Appendix 3.**

4. EQUALITIES IMPLICATIONS

4.1 When drawing up the schedule of dates, consideration was given to avoiding school holiday dates and known dates of religious holidays and other important dates where at all possible.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment

5.2 No specific statutory implications arising from this noting report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no direct financial implications arising from this report.

7. COMMENTS OF LEGAL SERVICES

7.1 The terms of reference for the Human Resources Committee are as set out in the Council's Constitution agreed by Council.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 –Terms of Reference of Committee.
- Appendix 2 –Membership for the Committee – TO FOLLOW

- Appendix 3 – Dates of Committee Meetings 2024/25 – TO FOLLOW

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

- None.

Officer contact details for documents:

N/A