

**Manchester City Council  
Report for Resolution**

**Report to:** Human Resources Subgroup – 31 July 2012

**Subject:** Human Resources Subgroup: Terms of Reference and Work Programme

**Report of:** Governance and Scrutiny Support Unit

---

**Summary**

This report sets out the terms and reference and work programme for the Human Resources Subgroup. The terms of reference were agreed at the meeting of the Finance Scrutiny Committee on 21 June 2012.

**Recommendations**

The Subgroup is recommended to note the terms of reference and to agree any changes to the work programme that it wishes to make.

---

**Wards Affected:** All

**Contact Officers:**

Name: Eleanor Fort  
Position: Scrutiny Support Officer  
Telephone: 0161 234 4997  
E-mail: e.fort@manchester.gov.uk

**Background documents (available for public inspection):**

None

**Appendixes**

Appendix 1 – Terms of Reference  
Appendix 2 – Work Programme

## Appendix 1

Title	<b>Human Resources Subgroup</b>
Membership 12/13	Councillors Andrews, Clayton, Flanagan, Hitchen, Ollerhead, Siddiqi and Watson
Membership 11/12	Councillors Clayton, Flanagan, Sandiford, Siddiqi and Trotman.
Lead Executive Members	Councillor Sue Murphy
Strategic Directors	Geoff Little
Lead Officers	Sharon Kemp – Assistant Chief Executive (People) Pat Featherstone – Head of HR/OD Service Delivery
Contact officer	Eleanor Fort – Scrutiny Support
Rationale	This subgroup has been established to look at how the Council's human resources are supporting it to achieve its aims and objectives.
Operation	This subgroup will meet periodically and report its findings to the Finance Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the subgroup.
Access to Information	Meetings of this Subgroup will be open to members of the press and public except where information which is confidential or exempt from publication is being considered.  Papers for the Subgroup will be made available to members of the press and public on the Council's website and the main entrance to the Town Hall except where information which is confidential or exempt from publication is being considered.
Schedule of Meetings	31 July 2012  The Human Resources Subgroup to decide if further meetings are needed at this meeting.

**Appendix 2**

**Finance Scrutiny Committee – Human Resources Subgroup  
Work Programme**

<b>Meeting Date – 31 July 2012, 11.00am, Committee Room 2</b>				
<b>Deadline for Reports: Friday 20 July 2012</b>				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>
Attendance Monitoring	<p>To receive a report on attendance monitoring, to cover:</p> <ul style="list-style-type: none"> <li>• The financial cost of long and short term sickness</li> <li>• The impact of covering for absences in terms of service delivery</li> <li>• Comparison data with other relevant authorities and the private sector</li> <li>• The role of the M People approach in reducing sickness levels</li> <li>• More detail on sickness levels in individual services.</li> </ul>	Councillor Sue Murphy	Sharon Kemp Pat Featherstone	See minutes from the May 2012 meeting of Finance Scrutiny Committee