

Human Resources Subgroup – Terms of Reference

Title	Human Resources Subgroup
Membership	Councillors N Ali, Hackett, Ollerhead (Chair), Russell and Siddiqi
Lead Executive Members	Councillor John Flanagan
Strategic Directors	Sharon Kemp – Strategic Director (Reform)
Lead Officers	Pat Fetherstone – Head of HR/OD Service Delivery Caroline Powell – Strategic Business Partner
Contact officer	Eleanor Fort – Scrutiny Support Officer
Objectives	The purpose of this subgroup is 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 the Subgroup will be open to members of the media 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 media 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	To hold two meetings in the 2014/15 municipal year.
Commissioned	August 2014

**Finance Scrutiny Committee – Human Resources Subgroup
Work Programme – December 2014**

Meeting 1 – Thursday 4 December 2014, 3.30pm, Scrutiny Committee Room				
Deadline for reports: Wednesday 26 November 2014				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Attendance Monitoring	<p>To receive a report on attendance monitoring in the Council since the Subgroup last met in March 2014, to include:</p> <ul style="list-style-type: none"> • whether having a room in the Town Hall Complex dedicated to staff fitness would be feasible. • whether the food choices available for staff could be improved to encourage them to make healthier choices, for example a salad bar. <p>To include of the activity taking place within the lowest performing departments in the Council to improve their attendance. To request that managers responsible for these departments attend the meeting.</p>	Councillor John Flanagan	Sharon Kemp Pat Fetherstone	See March 2014 minutes
Update on Voluntary Early Retirement and Voluntary Severance (VER/VS)	To receive an update on the VER/VS scheme since the Subgroup last met in March 2014.	Councillor John Flanagan	Sharon Kemp Pat Fetherstone	
Terms of Reference and Work Programme	<p>To receive the Terms of Reference of the Subgroup for information.</p> <p>To consider the work programme of the Subgroup and make any changes necessary.</p>	Councillor John Flanagan	Eleanor Fort	

Meeting 2 – Tuesday 17 March 2015, 2.00pm, Scrutiny Committee Room				
Deadline for reports: Monday 9 March 2015				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Attendance Monitoring	To receive a report on attendance monitoring in the Council since the Subgroup last met.	Councillor John Flanagan	Sharon Kemp Pat Fetherstone	
Update on Voluntary Early Retirement and Voluntary Severance (VER/VS)	To receive an update on the VER/VS scheme since the Subgroup last met in September 2013.	Councillor John Flanagan	Sharon Kemp Pat Fetherstone	
Work Programme	To consider the work programme of the Subgroup and make any changes necessary.	Councillor John Flanagan	Eleanor Fort	