Human Resources Subgroup – Terms of Reference

Title	**Human Resources Subgroup**
Membership 2015/16	Councillors N Ali, Hackett, Ollerhead (Chair), Russell and Siddiqi
Membership 2016/2017	Councillors Ahmed Ali, Collins, Connolly, Ollerhead, Russell and Strong
Lead Executive Members	Councillor John Flanagan
Strategic Directors	Liz Treacy- City Solicitor
Lead Officers	Pat Fetherstone – Head of HR/OD Service Delivery Caroline Powell – Strategic Business Partner
Contact officer	Kate Andrews – Team Leader (Scrutiny Support)
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 Resources and Governance 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 3 meetings in the 2016/2017 municipal year.
Commissioned	May 2016

Resources and Governance Scrutiny Committee – Human Resources (HR) Subgroup
Work Programme – July 2016

Meeting 1 – 28 July 2016 at 10am, Scrutiny Committee Room Deadline for reports: 20 July 2016				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
HR Review Outcomes	To receive a progress update following the external review of HR Services provided within the Council. To include an update on Mi people, time recording systems in use by Council staff, leadership/ management development and how HR supports the Manchester Strategy (Our Manchester)	Councillor John Flanagan	Pat Fetherstone/ Caroline Powell	
Terms of Reference and Work Programme	To review the current terms of reference and work programme and approve the work programme. To confirm a date for the November meeting.	-	Kate Andrews	

Meeting 2 – TBC- November 2016, Scrutiny Committee Room Deadline for reports:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Recruiting and Retaining Talent	To request a report which details the Council's approaches to recruiting and retaining staff such as talent pools, graduate and non graduate schemes, apprenticeships (including those for existing staff), the outcomes of the Council's skills audit, and the Council's Fast-Track Leadership programme.	Councillor John Flanagan	Caroline Powell	See minutes 4 February 2016.

Recruitment and Selection Policy	To receive a draft version of the Council's Recruitment and Selection Policy for comment.	Councillor John Flanagan	Pat Fetherstone	
Manchester City Council Equality Information 2015/16	To consider the Council's Equality Information Report 2015/16	Councillor John Flanagan	Pat Fetherstone/ Caroline Powell	Invite to Chair of Communities and Equalities Scrutiny Committee
HR Review: Update	To receive an update on the review of HR Services	Councillor John Flanagan	Pat Fetherstone/ Caroline Powell	
Terms of Reference and Work Programme	To review the current terms of reference and work programme and approve the work programme	-	Kate Andrews	

Meeting 3 – TBC, March 2017, Scrutiny Committee Room
Deadline for reports:

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Managing Attendance	To dedicate a full meeting to management of attendance. To review information regarding sickness monitoring broken down by directorate and including the directorate responses. To include an update on members request for officers to review emergency leave and special leave (paid and unpaid).	Councillor John Flanagan/ Others as appropriate	Pat Fetherstone	See minutes 3 March 2016. Invites to relevant Scrutiny Chairs/Executive Members. Lead Officer to invite Directorate Leads.

HR Review: Update	To receive an update on the review of HR Services	Councillor John Flanagan	Pat Fetherstone/ Caroline Powell	