

---

**Manchester City Council  
Report for Resolution**

**Report to:** Resources and Governance Scrutiny Committee – 22 June 2017  
**Subject:** Human Resources (HR) Subgroup Terms of Reference  
**Report of:** Governance and Scrutiny Support Unit

---

**Summary:**

This report provides the Committee with the current terms of reference for the HR Subgroup which the Committee is asked to agree.

**Recommendations:**

The Committee is asked to re-establish the HR Subgroup for the Municipal Year 2017-2018. The Committee is invited to:

1. Agree the membership of the Subgroup.
  2. Agree or amend the terms of reference for the Subgroup as set out in the report at Appendix 1.
  3. Agree a work programme for the Subgroup, which will be reviewed by the group at each of its meetings.
- 

**Contact Officers:**

Name: Mike Williamson  
Position: Scrutiny Team Leader  
Telephone: 0161 234 3071  
Email: m.williamson@manchester.gov.uk

---

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

None

---

**Appendices**

1. HR Subgroup Terms of Reference
  2. HR Subgroup work programme
-

### Human Resources Subgroup – Terms of Reference

<b>Title</b>	<b>Human Resources Subgroup</b>
Membership 2016/17	Councillors Ahmed Ali, Collins, Connolly, Ollerhead (Chair), Russell and Strong
Membership 2017/2018	Councillor Ollerhead Membership to be confirmed
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	Mike Williamson – Scrutiny Team Leader
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 2017/2018 Municipal Year.
Commissioned	June 2017

**Resources and Governance Scrutiny Committee – Human Resources (HR) Subgroup  
Work Programme –June 2017**

<b>Meeting 1 – TBC- July 2017, Scrutiny Committee Room</b>				
Deadline for reports:				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>
Terms of Reference and Work Programme	To review the current terms of reference and work programme and approve the work programme.	-	Mike Williamson	

<b>Meeting 2 – TBC- November 2017, Scrutiny Committee Room</b>				
Deadline for reports:				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>
Terms of Reference and Work Programme	To review the current terms of reference and work programme and approve the work programme	-	Mike Williamson	

<b>Meeting 3 – TBC, March 2018, Scrutiny Committee Room</b>				
Deadline for reports:				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>