

**Manchester City Council
Report for Resolution**

Report to: Resources and Governance Scrutiny Committee – 24 May 2018
Subject: Human Resources (HR) Sub Group 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 Sub Group which the Committee is asked to agree.

Recommendations:

The Committee is asked to re-establish the HR Sub Group for the Municipal Year 2018-2019. The Committee is invited to:

1. Agree the membership of the Sub Group and proposed dates of meetings as set out in Appendix 1
 2. Appoint a Chair of the Sub Group;
 3. Agree or amend the terms of reference for the Sub Group as set out in the report at Appendix 1.
 4. Agree a work programme for the Sub Group, which will be reviewed by the group at each of its meetings.
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Contact Officers:

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Position: Scrutiny Team Leader
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Background documents (available for public inspection):

None

Appendices

1. HR Sub Group Terms of Reference
2. HR Sub Group work programme

1.0 Introduction

- 1.1 At the meeting of the 22 June 2017 the Resources and Governance Scrutiny Committee agreed to re-establish the HR Sub Group to examine how the Council's Human Resources are supporting the Council to achieve its aims and objectives.

The Committee also agreed the Terms of Reference (as set out at Appendix 1) at the same meeting.

- 1.2 The membership of the Sub Group was previously agreed as:

Councillor Ahmed Ali
Councillor Andrews
Councillor Moore
Councillor Ollerhead (Chair)
Councillor Russell
Councillor Watson

2.0 Recommendations

The Committee is asked to re-establish the HR Sub Group for the Municipal Year 2018/19. The Committee is invited to:

1. Agree the membership of the Sub Group and proposed dates of meetings as set out in Appendix 1;
2. Appoint a Chair of the Sub Group;
3. Agree or amend the terms of reference as set out in the report at Appendix1; and
4. Agree or amend the work programme as set out in the report at Appendix 2.

Human Resources Subgroup – Terms of Reference

Title	Human Resources Subgroup
Membership 2017/18	Councillor Ollerhead (Chair), Ahmed Ali, Andrews, Moore, Russell and Watson.
Membership 2018/2019	Membership to be confirmed
Lead Executive Members	Executive Member for Finance and Human Resources
Strategic Directors	City Solicitor
Lead Officers	Lynne Ridsdale - Director of HR Samuel McVaigh - Head of Organisation Development Shawna Gleeson - Head of HR Operations
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	<p>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.</p> <p>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.</p>
Schedule of Meetings	<p>To hold 4 meetings in the 2018/19 Municipal Year.</p> <p>14 June 2018 4 October 2018 22 November 2018 21 February 2018</p>
Commissioned	June 2018

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

Meeting 1 – 14 June 2018, Council Chamber				
Deadline for reports:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
BHeard Survey results	To consider the results of the 2017 BHeard Survey	Executive Member for Finance and Human Resources	Lynne Ridsdale	
HR Policy Review	To receive a report on the HR Policy Review, including the M People service.	Executive Member for Finance and Human Resources	Lynne Ridsdale	
Workforce Equality	To include information on gender pay equality/pay gap and to incorporate elements of the Lead Member for Equality's priorities for promoting equal opportunities for all racial groups of the Council;	Executive Member for Finance and Human Resources	Lynne Ridsdale	See minutes 3 March 2016.
Managing Attendance	To review information regarding sickness monitoring broken down by directorate and including the directorate responses. To include representation from the three Directorates with the highest levels of absence – Adults, Children's Services and Chief Executives, to the next meeting as part of the item on	Executive Member for Finance and Human Resources	Lynne Ridsdale	

	managing attendance To include an update on the Mipeople utilisation	/Others as appropriate		
Review of HR Metrics	To receive an update on HR Metrics in the form of the latest quarterly dashboard	Executive Member for Finance and Human Resources	Lynne Ridsdale	

Meeting 2 – 4 October, Council Chamber				
Deadline for reports:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Terms of Reference and Work Programme	To review the current terms of reference and work programme and approve the work programme	-	Mike Williamson	

Meeting 3 – 22 November 2018, Council Chamber				
Deadline for reports:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments

Meeting 4 – 21 February 2019, Council Chamber				
Deadline for reports:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments

Items to be scheduled

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Item	Purpose	Lead Executive Member	Lead Officer	Comments
ICT Out of Hours Provision	To receive a report for information on the financial implications of the proposal to formalise out of hours provision within ICT for all fixed term ICT staff, and the standardisation of remuneration for out of hours provision	Executive Member for Finance and Human Resources	Bob Brown	Recommendation from Audit Committee on 5 October 2017 for RGSC to consider
Adult Social Care staff training budget	To receive a report on the Adult Social Care staff training budget and explore the options available to provide assistive technology to front line staff.	Executive Member for Finance and Human Resources Councillor Craig	Carolyn Kus Lynne Ridsdale	Recommendation from Health Scrutiny on 6 February 2018