

**Manchester City Council  
Report for Resolution**

**Report to:** Resources and Governance Scrutiny Committee – 18 June 2019

**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 2019/20 and in doing so is invited to:-

1. Agree that the Chair of Resources and Governance Scrutiny Committee chairs the HR Sub Group.
  2. Determine and agree the membership of the Sub Group and proposed dates of meetings.
  3. Agree (or amend) the terms of reference as set out in the report.
  4. Agree (or amend) the work programme as set out in the report.
- 

**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

---

## **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 at the same meeting.

- 1.2 As agreed when established in June 2017, the Sub Group will be ongoing until a time it is felt that it is no longer required. At its meeting in February 2019, the Sub Group felt that there was still merit in continuing to meet in the next Municipal Year (2019/20), but felt that the Sub Group should increase its number of meetings from three to four.

- 1.3 The membership of the Sub Group for the 2018/19 Municipal Year was:-

Councillor Andrews  
Councillor Clay  
Councillor Rowles  
Councillor Russell (Chair)  
Councillor Wheeler

## **2.0 Recommendations**

- 2.1 The recommendations are set out on the front of this report.

.

## Human Resources Subgroup – Terms of Reference

<b>Title</b>	Human Resources Subgroup
<b>Membership 2018/19</b>	Councillor Russell (Chair), Andrews, Clay, Rowles and Wheeler.
<b>Membership 2019/2020</b>	Councillor Russell (Chair)  To be agreed
<b>Lead Executive Members</b>	Executive Member for Finance and Human Resources
<b>Strategic Directors</b>	City Treasurer (Deputy Chief Executive)
<b>Lead Officers</b>	Director of HROD Samuel McVaigh - Head of Workforce Strategy Shawna Gleeson - Head of HR Operations
<b>Contact officer</b>	Mike Williamson – Scrutiny Team Leader
<b>Objectives</b>	The purpose of this subgroup is to look at how the Council's human resources are supporting it to achieve its aims and objectives.
<b>Operation</b>	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.
<b>Access to Information</b>	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.
<b>Schedule of Meetings</b>	To hold 4 meetings in the 2019/20 Municipal Year.  Indicative dates are as follows:-  <b>1<sup>st</sup> meeting – Wednesday 31 July 2019 at 10:00am</b> <b>2<sup>nd</sup> meeting – Tuesday 24 September 2019 at 10:00am</b> <b>3<sup>rd</sup> meeting – Tuesday 26 November 2019 at 10:00am</b> <b>4<sup>th</sup> meeting – Tuesday 25 February 2020 at 10:00am</b>
<b>Commissioned</b>	June 2017

**Resources and Governance Scrutiny Committee – Human Resources (HR) Subgroup  
Work Programme –June 2019**

Meeting 1 – 10:00am Wednesday 31 July 2019, Council Antechamber, Level 2, Town Hall Extension Deadline for reports: Monday 22 July 2019				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Disciplinary action against BAME staff	To receive an update report on the apparent disproportionate rates of disciplinary action against BAME staff	Cllr Ollerhead (Executive Member for Finance and Human Resources)	Sam McVaigh (Head of Workforce Strategy)  Shawna Gleeson (Head of HR Operations)	To be a part B report  Invite to Cllrs Hacking and Ahmed Ali
Verbal Update on the recruitment to vacant senior officer posts	To receive an verbal update report on the progress that has been made with the recruitment to vacant senior officer posts, including the Director of HROD, the Director of ICT, the Director of Adult Social Services and the Director of Homelessness	Cllr Ollerhead (Executive Member for Finance and Human Resources)  Cllr Craig (Exec Member)	Joanne Roney (Chief Executive)  Shawna Gleeson (Head of HR Operations)	To be taken in part B if necessary

		for Adults Health and Wellbeing)		
Apprenticeships	<p>To receive and update on the Council's apprenticeship strategy and activity since the introduction of the apprenticeship levy.</p> <p>To include information on the number of Our Children employed as apprentices</p>	Cllr Ollerhead (Executive Member for Finance and Human Resources	<p>Vacant (Director of HROD)</p> <p>Sam McVaigh (Head of Workforce Strategy)</p>	See 22 Nov 2018 minutes
Adult Services HR Plan	To receive a report on the Adult Services Department HR plan	Cllr Craig (Exec Member for Adults Health and Wellbeing)	Bernadette Enright (Director Adult Social Services)	
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

**Meeting 2 – 24 September 2019, Council Antechamber, Level 2, Town Hall Extension**  
**Deadline for reports: Friday 13 September 2019**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
BHeard 2018 Survey outcomes - update	To receive a further update on the BHeard 2018 survey outcomes	Executive Member for Finance and Human Resources	Vacant (Director of HROD)	See 21 Feb 2109 minutes
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

**Meeting 3 – 10 December 2019, Council Antechamber, Level 2, Town Hall Extension**  
**Deadline for reports: Friday 29 November 2019**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Highways Work Force	<p>To receive a further presentation (or report) on the Highways Departments work force, to include:-</p> <ul style="list-style-type: none"> <li>What percentage of staff in the service had had About You sessions with their manager and the reasons for any which had not taken place, whether this was resulting in improvements in performance and any capability procedures which</li> </ul>	Cllr Stogia (Executive Members for Highways, Planning and Transport)	Steve Robinson (Director of Operations)	See 21 Feb 2019 minutes

	<p>had been started;</p> <ul style="list-style-type: none"> <li>• Information demonstrating that reasonable adjustments were being made for disabled staff;</li> <li>• What the impact on staff absences was of testing for health issues such as HAVS and making reasonable adjustments;</li> <li>• Information on any remaining vacancies in the service, including why they had not been filled, what the plan was to fill them and, if applicable, an analysis of the reasons that a particular post could not be filled. To also include consideration of apprenticeships and recruitment opportunities for groups such as ex-offenders and young people leaving care.</li> </ul>			
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

<b>Meeting 4 – 25 February 2020, Council Antechamber, Level 2, Town Hall Extension</b> <b>Deadline for reports: Friday 14 February 2020</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

**Items to be scheduled**

**Items highlighted in grey have been added to above meeting dates and will be removed from future work programmes**

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	Cllr Ollerhead (Executive Member for Finance and Human Resources)	Vacant (Director of ICT)	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.	Cllr Ollerhead (Executive Member for Finance and Human Resources)  Councillor Craig (Executive Member for Adults Health and Wellbeing)	Bernadette Enright (Director of Adult Social Services)  Vacant (Director of HROD)	Recommendation from Health Scrutiny on 6 February 2018



Apprenticeships	<p>To receive and update on the Council's apprenticeship strategy and activity since the introduction of the apprenticeship levy.</p> <p>To include information on the number of Our Children employed as apprentices</p>	Cllr Ollerhead (Executive Member for Finance and Human Resources)	Vacant (Director of HROD)	To be schedule in 6 months' time from Nov 2018 (see 22 Nov 2019 mins)
Our Ways of Working – update	To receive an update report at an appropriate time that includes information by directorate on the number of staff working part time, how many are formally working flexibly and how the OWOW was being promoted and taken up by staff.	Cllr Ollerhead (Executive Member for Finance and Human Resources)	Vacant (Director of HROD)	
Highways Work Force	<p>To receive a further presentation (or report) on the Highways Departments work force, to include:-</p> <ul style="list-style-type: none"> <li>• What percentage of staff in the service had had About You sessions with their manager and the reasons for any which had not taken place, whether this was resulting in improvements in performance and any capability procedures which had been started;</li> <li>• Information demonstrating that reasonable adjustments were being made for disabled staff;</li> <li>• What the impact on staff absences was of testing</li> </ul>	Cllr Stogia (Executive Members for Highways, Planning and Transport)	Steve Robinson (Director of Operations)	To be scheduled in 6 – 9 months' time from Feb 2019 (see 21 Feb 2109 minutes)

	<p>for health issues such as HAVS and making reasonable adjustments;</p> <ul style="list-style-type: none"> <li>Information on any remaining vacancies in the service, including why they had not been filled, what the plan was to fill them and, if applicable, an analysis of the reasons that a particular post could not be filled. To also include consideration of apprenticeships and recruitment opportunities for groups such as ex-offenders and young people leaving care.</li> </ul>			
BHeard 2018 Survey outcomes - update	To receive a further update on the BHeard 2018 survey outcomes	Executive Member for Finance and Human Resources	Vacant (Director of HROD)	To be scheduled in 6 months' time from Feb 2019 (see 21 Feb 2109 minutes)