

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

<b>Meeting 1 – 10:00am Wednesday 31 July 2019, Council Antechamber, Level 2, Town Hall Extension Deadline for reports: Monday 22 July 2019</b>				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>
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)	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	Joanne Roney (Chief Executive)  Shawna Gleeson (Head of HR Operations)	

		Member 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	Helen Grantham (Interim Director of HROD)  Sam McVaigh (Head of Workforce Strategy)	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	

<b>Meeting 2 – 10:00am 24 September 2019, Council Antechamber, Level 2, Town Hall Extension</b>				
<b>Deadline for reports: Friday 13 September 2019</b>				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>
BeHeard 2018 Survey outcomes - update	To receive a further update on the BeHeard 2018 survey outcomes	Executive Member for Finance and Human Resources	Helen Grantham (Interim Director of HROD)	See 21 Feb 2019 minutes
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

**Meeting 3 – 10:00am 26 November 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 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 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>	Cllr Stogia (Executive Members for Highways, Planning and Transport)	Steve Robinson (Director of Operations)	See 21 Feb 2019 minutes
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

<b>Meeting 4 – 10:00am 25 February 2020, Council Antechamber, Level 2, Town Hall Extension</b> <b>Deadline for reports: Friday 14 February 2020</b>				
<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Lead Officer</b>	<b>Comments</b>
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)	Ian Grant (Interim 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)  Helen Grantham (Interim Director of HROD)	Recommendation from Health Scrutiny on 6 February 2018

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	Helen Grantham (Interim Director of HROD)	
Review of the Council's Recruitment policy and processes	To receive a report on the Council's recruitment policy and processes and to include detail on the challenges experienced in recruiting and retaining staff within the Out of Hours Service.	Cllr Ollerhead (Executive Member for Finance and Human Resources	Shawna Gleeson (Head of HR Operations)	Recommendation from R&G Scrutiny on 16 July 2019 (Min RGSC/19/39)