

**Appendix 2**

**Terms of Reference: Human Resources Subgroup**

Title	<b>Human Resources Subgroup</b>
Membership 09/10	To be appointed
Membership 08/09	Councillors Clayton, Sandiford, Smith, Trotman and Watson
Lead Executive Members	Councillor Priest
Strategic Directors	Richard Paver – City Treasurer
Lead Officers	Jon Redfern – Head of Corporate Personnel
Contact officer	Courtney Brightwell - Scrutiny Support
Rationale	This sub group has been established to look at how the Council's human resources are supporting it to achieve its aims and objectives.
Operation	This sub group will meet periodically and report its findings to the Resources and Governance Overview and Scrutiny Committee by submitting minutes to the Committee.
Access to Information	<p>Meetings of this Subgroup will be open to members of the press and public except where information which is confidential or exempt from publication is being considered.</p> <p>Papers for the Sub group will be made available to members of the press and public on the Council's website and the St Peter's Square entrance to the Town Hall Extension except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	<p>Tuesday 30 June 2009 10:00 AM</p> <p>Tuesday 6 October 2009 10:00 AM</p> <p>Tuesday 12 January 2010 10:00 AM</p> <p>Tuesday 16 March 2010 10:00AM</p>

**Resources and Governance Overview and Scrutiny Committee  
Human Resources Sub Group  
Work Programme May - 2008/09**

<b>Tuesday 30 June 2009 10:00AM – Committee Room 3</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>People Strategy Implementation</b>	To update the group on the review of the People Strategy and provide details of support that will be provided to managers for development of 2010/11 Workforce Plans.	Councillor Priest	Jon Redfern Jacky Doyle	RG/HS/09/2
<b>Disciplinary and Dismissal Procedures</b>	To look at the processes involved in disciplinary, dismissal and appeals procedures and the length of time involved in following procedures through to their conclusion.	Councillor Priest	Jon Redfern Pat Fetherstone	See RG/HS/09/10 (March 09)

<b>Tuesday 6 October 2009 10:00AM – Committee Room 9</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Temporary Staff</b>	To look at the work of the Temporary Staffing Working Group as it relates to secondments, and the use of the gateway process in this.	Councillor Priest	Jon Redfern	RG/HS/09/15 (April 09)
<b>Skills Pledge</b>	To look at measures to develop skills in entry-level posts to reduce turnover.	Councillor Priest	Jon Redfern Caroline Powell	See RG/HS/09/8 (March 09)

<b>Tuesday 12 January 2010 10:00AM – Committee Room 8</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Business to be decided</b>				

<b>Tuesday 16 March 2010 10:00AM – Committee Room 8</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Management of Attendance (Update)</b>	To include: - - good practices from the attendance pilots in Adult Social Care and Revenue and Benefits and how they will be implemented more widely - a breakdown of the different types of leave - analysis on influences and patterns of stress / mental health related absences	Councillor Priest	Jon Redfern	See RG/HS/09/9 (March 09)