



**Resources Department
Town Hall, Upper Street, London, N1 2UD**

AGENDA FOR THE POLICY AND PERFORMANCE (REVIEW OF OVERSIGHT AND SCRUTINY OF HUMAN RESOURCES FUNCTIONS) SUB-COMMITTEE

Members of the Policy and Performance (Review of oversight and scrutiny of Human Resources functions) Sub-Committee are summoned to attend a meeting which will be held by Zoom on **9 September 2020 at 7.30pm.**

Link to Zoom Meeting: <https://weareislington.zoom.us/j/91518197285>

Enquiries to : Philippa Green
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Despatched : 28 August 2020

Membership 2020/21

Councillor Vivien Cutler
Councillor Theresa Debono
Councillor Troy Gallagher
Councillor Osh Gantly
Councillor Gary Heather
Councillor Sara Hyde
Councillor Anjna Khurana
Councillor Mick O'Sullivan
Councillor Dave Poyser
Councillor Nick Wayne

Quorum is 5 members of the Committee



A. Formal Matters	Page
1. Apologies for absence	
2. Declaration of substitute members	
3. Declarations of Interest	
4. Appointment of Chair	
 B. Items for discussion	
5. Review of oversight and scrutiny of Human Resources functions - Scrutiny Initiation Document	1 - 8
6. Review of oversight and scrutiny of Human Resources functions - initial witness evidence	
7. Urgent non-exempt matters (if any)	
8. Exclusion of the press and public	
<p>To consider whether to exclude the press and public during discussion of the remaining items on the agenda, in view of their confidential nature, in accordance with Schedule 12A of the Local Government Act 1972.</p>	
9. Urgent exempt/confidential matters (if any)	

The next meeting of the Policy and Performance (Review of oversight and scrutiny of Human Resources functions) Sub-Committee will be on 21 September 2020



Report of: Corporate Director of Resources

Meeting of:	Date:	Ward(s):
Policy and Performance (review of oversight and scrutiny of Human Resources functions) sub-committee	9 September 2020	N/A

Delete as appropriate	Exempt	Non-exempt
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SUBJECT: Scrutiny Initiation Document

1. Synopsis

- 1.1 At its meeting on 30 July, the Policy and Performance Scrutiny Committee resolved to establish a sub-committee to review the oversight and scrutiny of Human Resources functions.
- 1.2 This report sets out the sub-committee's Terms of Reference, agreed at the meeting of the Policy and Performance Scrutiny Committee on 30 July and proposes how the scrutiny review will be undertaken, in the Scrutiny Initiation Document, for approval by the sub-committee.

2. Recommendations

- 2.1 To note the Terms of Reference for the sub-committee, as agreed at the meeting of the Policy and Performance Scrutiny Committee on 30 July 2020, attached as Appendix 1.
- 2.2 To agree the Scrutiny Initiation Document, attached as Appendix 2.
- 2.3 To note the proposed timeline detailed in the Scrutiny Initiation Document.

3. Background

- 3.1 The oversight and scrutiny of Human Resources (HR) functions is currently complex, with a number of reports being considered by more than one committee. It is proposed that a review be undertaken to simplify and bring more clarity to arrangements for the future.

- 3.2 The proposed sub-committee will review and may propose amendments to the arrangements for overview and scrutiny of HR functions, including the current roles of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee.
- 3.3 Following conclusion of the review, the sub-committee will submit a report to the Policy and Performance Scrutiny Committee and if approved by the committee, a recommendation report will be submitted to the Executive.
- 3.4 Subject to approval by the Policy and Performance Scrutiny Committee and the Executive Member's response, if the sub-committee makes recommendations that require alterations to the Terms of Reference of any committee, these will take effect following an update of the Council's Constitution at a subsequent meeting of the Council.
- 3.5 The Policy and Performance Scrutiny Committee has two main roles:
- It is the council's statutory scrutiny committee and is therefore responsible considering matters relating to the financial position and performance of the council, holding the Executive to account, consideration of any called-in decisions and considering members call for action.
 - It is also the council's scrutiny review committee in relation to the Resources Dept and therefore may review and make recommendations in relation to the services within Resources.
- The Policy and Performance Scrutiny Committee therefore receives a number of reports which relate to HR functions.
- 3.6 In relation to HR functions, Audit Committee (the parent committee of Personnel Sub-Committee), has an overview of senior officer recruitment and the Terms of Reference of Personnel Sub-Committee include a number of HR related responsibilities, including health and safety of staff, termination payments and responsibility for the appointment of Service Directors, Corporate Directors and making recommendations to Council on the appointment of the Chief Executive.
- 3.7 Although there is separation in these areas of responsibility, in practice a number of reports are submitted to more than one committee and reports covering some of the responsibilities within the Personnel Sub Committee Terms of Reference have in the past been reviewed at both the Policy and Performance Scrutiny Committee and Audit Committee.

4. Implications

4.1 Financial Implications:

It is not anticipated there will be any financial implications arising from the outcomes of the review.

4.2 Legal Implications:

If any recommendations arising from the review require amendment to the Constitution, they will not be implemented until the Constitution has been updated at a meeting of the Council.

4.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

There are no environmental implications arising from the proposed review.

4.4 **Resident Impact Assessment:**

The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

Following an initial review, it was concluded that the proposed review will not have any direct impacts on residents.

5. **Conclusion**

5.1 Approval of the Scrutiny Initiation Document attached at Appendix 2 is sought to agree how the review into HR oversight and scrutiny will be conducted.

Appendices

- Appendix 1 – Policy and Performance (oversight and scrutiny of Human Resources functions) sub-committee Terms of Reference.
- Appendix 2 – Scrutiny Initiation Document.

Signed by:

Corporate Director Resources

Date

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POLICY AND PERFORMANCE (REVIEW OF OVERSIGHT AND SCRUTINY OF HUMAN RESOURCES FUNCTIONS) SUB-COMMITTEE

Purpose:

The sub-committee will review and may propose amendments to the arrangements for overview and scrutiny of Human Resources (HR) functions, including the current roles of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee.

It is anticipated that the sub-committee will:

- 1) Examine the remit of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee in relation to *oversight and scrutiny* of the following HR functions:
 - reporting of HR related issues, such as use of agency and interim staff, sickness absence, staff performance management and the Annual Gender Pay gap report
 - recruitment and retention
 - diversity in the workforce
- 2) Make recommendations to the Policy and Performance Scrutiny Committee to reduce overlap in the committee's roles and ensure future arrangements are clear and underpinned by the committees' Terms of Reference.
- 3) It is not anticipated that the sub-committee will review the arrangements for the permanent recruitment of senior staff, which fall within the Terms of Reference of Personnel Sub-Committee

The sub-committee will meet as necessary over the period of the review and produce a formal report making recommendations for agreement by the Policy and Performance Scrutiny Committee.

If the committee's recommendations are approved by the Policy and Performance Committee, the Policy and Performance Committee will submit the recommendations to the Executive for consideration, in line with the Council's scrutiny procedures.

The implementation of any proposed changes to the committees' Terms of Reference will be subject to agreement by Council.

Composition

The sub-committee will comprise of the Scrutiny Committee Chairs, the Chair of Audit Committee, the Chair of Personnel Sub-Committee and those members of Policy and Performance Scrutiny Committee who wish to participate in the review.

Appendix 1

Quorum

Quorum shall be five members.

Terms of Reference

1. To review the arrangements for overview and scrutiny of HR functions on behalf of the Council.
2. To receive and consider reports and witness evidence, as appropriate.
3. To make recommendations to the Policy and Performance Scrutiny Committee to increase the efficiency and transparency of oversight and scrutiny of HR functions.

SCRUTINY INITIATION DOCUMENT (SID)

Review:

Oversight and scrutiny of Human Resources functions

Scrutiny Review Committee:

Policy and Performance (review of oversight and scrutiny of Human Resources functions)
Sub-Committee

Director leading the review:

David Hodgkinson, Corporate Director Resources

Lead officer:

Philippa Green, Head of Democratic Services and Governance (statutory Scrutiny Officer - Section 31 of the Local Democracy, Economic Development and Construction Act 2009)

Overall aim:

To clarify where there is an overlap in the arrangements for oversight and scrutiny of Human Resources functions and, where possible, to simplify the arrangements and to reach in principle agreement to changes to the committees' Terms of Reference, as appropriate and make recommendations to the Policy and Performance Scrutiny Committee.

Objectives of the review:

- To consider the roles and Terms of Reference of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee and identify where duplication or a lack of clarity exists in the oversight and scrutiny of Human Resources functions.
- To agree proposed changes to the committees Terms of Reference needed to resolve or bring clarity to those issues identified.
- To agree a final report and recommendations for submission to Policy and Performance Scrutiny Committee for approval and to the Executive for a response to be formulated and ultimately, if the recommendations are accepted by Policy and Performance Scrutiny Committee and the Executive, to Council to amend the Constitution.

How is the review to be carried out:

Scope of the review

The review will focus on...

1. The current arrangements for oversight and scrutiny of the HR function and the roles and Terms of Reference of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee as they relate to oversight and scrutiny of HR functions.

Types of evidence

1. Documentary evidence including the Terms of Reference of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee and the Council's Constitution.
2. Witness evidence including David Hodgkinson, Corporate Director of Resources, Human Resources colleagues and Philippa Green, Head of Democratic Services and Governance.

Additional information:

In carrying out the review the committee will consider equalities implications and resident impacts identified by witnesses. The Executive is required to have due regard to these, and any other relevant implications, when responding to the review recommendations.

Programme

Key output:	Date:
1. Draft Scrutiny Initiation Document to be approved and initial witness evidence to be taken.	9 September 2020
2. Further witness evidence / discussion and draft recommendations to be agreed.	21 September 2020
3. Final report to be agreed.	19 October 2020
4. Submission of final report to Policy and Performance Scrutiny Committee for approval	22 October 2020
5. Submission of recommendation report to the Executive	26 November 2020
6. Submission of the Executive Member response report to the Executive for approval	21 January 2021
3. Subject to approval by the Executive, submission of proposed amendments to the Constitution to Council.	25 February 2021