

APPENDIX 1

Executive Scrutiny

Policy and Scrutiny Scoping Document

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| Committee | Executive Scrutiny Committee | |
| Topic | Corporate Human Resources Review | Ref: ES-SCR-02/12 |
| Objective | To assess and analyse the outcomes and effectiveness of HR policy at the Authority and to make recommendations for future improvement, where the Committee considers it necessary. | |
| Reasons for undertaking review | The Committee wishes to ensure, and be assured that the policies developed by Corporate HR, given the current financial climate, are fit-for-purpose, monitored and continually developed and improved through necessary consultation and negotiation. The Committee will consider, amongst other issues, redundancy policy; the <i>My Performance</i> framework; Pay and Rewards; and Learning and Development/Training. | |
| Method <ul style="list-style-type: none">• <i>Initial briefing to define scope</i>• <i>Task & Finish Group</i>• <i>Commission</i>• <i>Full Committee</i> | Full Committee on 28 February 2012 To consider whether a Task and Finish Group approach is required | |
| Membership <i>Only complete if Task and Finish Group or Commission</i> | N/A | |
| Issues to be addressed | <ul style="list-style-type: none">• Effective monitoring of the Corporate HR function. Are service areas better able to manage and monitor resources given the changes made within the Authority?• The ECC redundancy policy and associated redundancy matrix• The My Performance framework (including data)• Pay and Rewards• Learning and Development/Training | |

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| Sources of Evidence and witnesses | Head of Corporate HR Executive Director for Transformation Cabinet Member/Cabinet Member Deputy | | |
| Work Programme | Scoping document to be agreed at 31 January 2012 meeting The Head of Corporate HR and the Executive Director for Transformation will be invited to attend the Committee for its 28 February 2012 meeting, if the scoping document is approved, to provide initial evidence. It is envisaged that the review may need to be conducted over the course of several meetings and possibly be referred to Task and Finish Groups. | | |
| Indicators of Success | Identification of, and recommendations for improvement | | |
| Meeting the CfPS Objectives <ul style="list-style-type: none"> • <i>Critical Friend Challenge to Executive</i> • <i>Reflect Public voice and concerns</i> • <i>Own the scrutiny process</i> • <i>Impact on service delivery</i> | The Committee will be fulfilling its role as a Champion in the Council's Scrutiny Process. Action taken by the Committee to monitor Corporate Human Resources will reflect upon both current service delivery and future improvements. The Committee will carry out its role as a critical friend to the Executive. | | |
| Diversity and Equality <i>Diversity and Equality issues are to be considered and addressed.</i> | To be considered | | |
| Date agreed by the Committee | | | |
| Future Action | To be determined after 31 January 2012 | | |
| Governance Officer | Robert Fox 01245 430526 | | |
| Service Lead Officer(s) | Adam Bowles, Head of Corporate HR 01245 430122 | | |

