

**Terms of Reference
Human Resources Partnership Group (HRPG)**

1. REMIT

- 1.1 The purpose of the HRPG is to maintain positive employee relations within the Council. It operates as an informal mechanism to facilitate discussion and consultation on issues affecting the workforce council-wide. This does not include routine HR business such as scheduled HR policy reviews. In particular, the Group will play an active quality assurance role by providing challenge and scrutiny to the process of change management across the Council. They will work together to ensure that consistent, good quality people management and employment practice is in place in the Council, taking into consideration the current financial situation.
- 1.2 **The Council takes communication and consultation with its employees seriously and recognises the positive difference this makes to the quality of decision making. That being the case, the HRPG does not replace the need for employee consultation by Trades Unions and by managers within directorates and/or services.**

2. CORE MEMBERSHIP

Officers

Council Leader (Chair)
Chief Executive
Director of Corporate Services – Lead Officer
Director of Infrastructure
Executive Manager, Human Resources

Trade Union

Maximum of 2 representatives from each of the following:-

UNISON
GMB
UNITE
NAUTILUS
EIS
EIS/FELA

Current lead Trade Union lead contacts are:-

Robert Williamson, GMB
Alan Goudie, UNITE
Tracey Leith, UNISON
Andrew Thomson, Nautilus International
Matthew Moss, EIS
Andrew Anderson, EIS, FELA

Other staff representatives and Officers will attend as and when required through the Executive Manager, Human resources and following agreement by the HRPG Chair.

3. AUTHORITY AND REPORTING

- 3.1 This informal group is purely advisory and has no executive powers.
- 3.2 Any proposals arising from the work of the group requiring a formal committee decision will be taken forward to the Council via the appropriate JCC and/or LNCT and the Council's Service Committees as appropriate. The HRPG does not replace any of the JCC functions.

4. ADMINISTRATION

- 4.1 Business for consideration by the HRPG must be submitted to the Executive Manager, Human Resources who will provide administration support to the Group. Notes from the meeting will be sent to all Directors as well as members of the HRPG and will be made available on the Council's intranet..

5. FREQUENCY OF MEETINGS

- 5.1 The Group will be scheduled to meet, at least, every 6 weeks. Requests for additional meetings will be made to the Executive Manager, Human Resources.

6. CONFIDENTIALITY

- 6.1 It is essential that members of the HRPG are mindful of the confidential nature of the content of reports, some of which may be subsequently recommended to the Council to be treated as "Exempt" which is a statutory exemption recommended by the Council's Monitoring Officer and which prevents the report from being made public.

An "Exempt" report can only be used for official purposes and the Council considers that consultation with Trades Unions is regarded as an official purpose.

Where an "Exempt" report is under consideration by the HRPG members of HRPG should note that the content may be the subject of discussions with individuals that have or are yet to take place. In these circumstances, HRPG members must seek advice from the report author about what information can be shared.

At all times personal information must be handled in accordance with the provisions of the Data Protection Act 1998, and all members of the HRPG must have regard to the provisions within the Council's Code of Conduct for Employees.