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|  | | A new approach to HRLT meetings | | | |
| Week 1 | Week 2 - JOINTLY | Week 3 | Week 4 - JOINTLY |
| 1.30pm to 3.15pm | What | **Look Up and Look Out**  Strategic awareness and positioning | **HR Service Improvement and Development**  Getting the best from our team | **Performance and Impact**  Across the business | **Managing our workplan**  Checking progress, forward planning and resourcing |
| Covering | National and City level developments  Regional developments  Wider public sector and local government updates  Best Council Plan and Breakthrough projects  Political decisions and impact in Leeds  Key partner updates and links  HR profession latest - nationally  SUMMARY ACTIONS AND DECISIONS AGREED EACH TIME | HR service development  HR service budget  HSW of HR service  Monitoring compliance across our teams  Staffing scorecards for HR  Staff survey and engagement for HR  IT update for HR service  Recruitment and staffing in HR  Resourcing in HR  Success stories and recognition  SUMMARY ACTIONS AND DECISIONS AGREED EACH TIME | Cross council HR indicators  Directorate level HR indicators  CLT quarterly performance report  Trends and progress  Flagging risks and challenges  Emerging priorities – corp and directorate  Feedback from services on HR performance  Successes to celebrate  Check – getting the basics right  Check – Cross cutting BAU  SUMMARY ACTIONS AND DECISIONS AGREED EACH TIME | **Checking**  12 month forward plan  Plan on a page progress  Check on projects and timescales  Check on resourcing  Making sure things are getting done  Reporting by exception rule  **Planning and Developing**  Time together to develop strategies  Bringing proposals and reports  Signing things off prior to distribution  Early engagement and sounding board  Discussing things coming out of Exec Board, CLT, BCDT, R+H leadership  SUMMARY ACTIONS AND DECISIONS AGREED EACH TIME |
| Why it’s a good thing | Bringing in new ideas  Winning investment and resources  Improving our regional and national profile  Leading edge HR practice  Keeping in touch with public sector latest  **Working with people from outside and across LCC** | Practice what we preach  Better housekeeping  Dedicated, focussed time about us  Clear line in for the **BP supporting HR**  **Driven by a HR service improvement plan**  Backed by a clear monthly comms to team | Check and challenge on impact  Focus on service delivery  **Invite in services to give feedback**  Keeping our eye on the big picture  Will help us flag gaps around the basics | Making quality time and space for thinking  Keeping on top of things  All having an input and awareness  **Driven by a progress dashboard**  **Jointly with HR Service Managers** |
| 3.30pm to 4pm | Plus in Addition | 30 minutes unallocated time for:  Urgent Business  Need to know stuff  Ones to watch  Cllr Lewis agenda  R+H leadership items  Decision – Need for Friday HRLT time | 30 minutes unallocated time for:  Urgent Business  Need to know stuff  Ones to watch  Cllr Lewis agenda  R+H leadership items  Decision – Need for Friday HRLT time | 30 minutes unallocated time for:  Urgent Business  Need to know stuff  Ones to watch  Cllr Lewis agenda  R+H leadership items  Decision – Need for Friday HRLT time | 30 minutes unallocated time for:  Urgent Business  Need to know stuff  Ones to watch  Cllr Lewis agenda  R+H leadership items  Decision – Need for Friday HRLT time |

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| Feeding into and out of the HRLT meetings | | | | | | | |
| Working with members | Leadership groups | Key 1:1 meetings | Trade Unions | HR groups | Casework | HSW | Topic specific |
| Cllr Lewis weekly meetings | Quarterly BCLT meetings | Neil and LH (weekly) | Corporate JCC | Big 5 group (monthly) | ELI panel | Corporate Health and Safety Board | CTWP Board |
| Monthly Cllr Blake meeting (LH) | Regular CLT themed sessions | Tom and LH (monthly) | Local JCCs | Pay Group | Tribunal meetings (monthly) | High Hazard Group | Safeguarding Board |
| Monthly Exec member meetings | Regular Directorate Leadership team meetings | Tom/Neil OD meeting (monthly) | HR Matters | HR Service Manager meetings | Casework review meetings | H+S assurance group (GT and LH) | Apprenticeship Board |
| HR Scrutiny meetings | R+H leadership team meeting |  | Culture TU group | Squads and project teams |  |  | Challenge meetings |
| Employers committee and Y+H Directors meeting | Extended R+H leadership team meeting |  | Health and wellbeing group (GT) | HRLT check ins (Monday) |  |  | Emergency planning groups |
|  | BCDT |  |  | Compulsory training sessions |  |  | LBS improvement Board |
|  | CLT |  |  | Shout outs |  |  | Health groups x lots |
|  |  |  |  | Range of HR team meetings |  |  | WYCA – inclusive growth |
|  |  |  |  | Individual 1:1s and objectives for HR staff |  |  |  |
|  |  |  |  | HRBP meetings |  |  |  |
|  |  |  |  | HRLT joint time (Friday) |  |  |  |

Things that we recommended or are reviewed and improved:

1. HRLT meetings (as suggested)
2. Purpose of 1:1 meetings for Heads of HR (LH and GT)
3. Everyone to take personal responsibility for links in and out of HRLT – suggest stuff, prepare for, make links, communicate and share afterwards in right places
4. Information required for each HRLT meeting clarified, and system put in place to ensure it comes in most timely and efficient manner. We know you is providing what, by when.
5. Agree approach for how Week 4 - Managing our Workplan sessions – modelling on approach used in Adults ? CM to provide example
6. Specific attention paid to flow of info in and out of HRLT and HR groups listed in the second table. Clear agreed approach to be established.
7. Set deadlines – one week before the meeting – for distribution of HRLT agendas and papers
8. Principles around ‘deputies’ at HRLT agreed
9. Clear agreement – that if one of HRLT sessions get’s knocked out for any reason, that an alternative will be found asap
10. Question – should we have a HRLT lead for strand of the HRLT meeting timetable ? To make sure stuff gets done in advance of meeting
11. We map out and secure 2 types of resource to make this approach work – project support (for week 3 and 4 work), and business admin required to facilitate the meetings.