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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 developmentsRegional developmentsWider public sector and local government updatesBest Council Plan and Breakthrough projectsPolitical decisions and impact in LeedsKey partner updates and linksHR profession latest - nationallySUMMARY ACTIONS AND DECISIONS AGREED EACH TIME | HR service developmentHR service budgetHSW of HR serviceMonitoring compliance across our teamsStaffing scorecards for HRStaff survey and engagement for HRIT update for HR serviceRecruitment and staffing in HRResourcing in HRSuccess stories and recognitionSUMMARY ACTIONS AND DECISIONS AGREED EACH TIME | Cross council HR indicatorsDirectorate level HR indicatorsCLT quarterly performance reportTrends and progressFlagging risks and challengesEmerging priorities – corp and directorateFeedback from services on HR performanceSuccesses to celebrateCheck – getting the basics rightCheck – Cross cutting BAUSUMMARY ACTIONS AND DECISIONS AGREED EACH TIME | **Checking** 12 month forward planPlan on a page progressCheck on projects and timescalesCheck on resourcingMaking sure things are getting doneReporting by exception rule**Planning and Developing**Time together to develop strategiesBringing proposals and reportsSigning things off prior to distributionEarly engagement and sounding boardDiscussing 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 ideasWinning investment and resourcesImproving our regional and national profileLeading edge HR practiceKeeping in touch with public sector latest**Working with people from outside and across LCC** | Practice what we preachBetter housekeeping Dedicated, focussed time about usClear 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 impactFocus on service delivery**Invite in services to give feedback**Keeping our eye on the big pictureWill help us flag gaps around the basics | Making quality time and space for thinkingKeeping on top of thingsAll 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 BusinessNeed to know stuffOnes to watchCllr Lewis agendaR+H leadership itemsDecision – Need for Friday HRLT time | 30 minutes unallocated time for:Urgent BusinessNeed to know stuffOnes to watchCllr Lewis agendaR+H leadership itemsDecision – Need for Friday HRLT time | 30 minutes unallocated time for:Urgent BusinessNeed to know stuffOnes to watchCllr Lewis agendaR+H leadership itemsDecision – Need for Friday HRLT time | 30 minutes unallocated time for:Urgent BusinessNeed to know stuffOnes to watchCllr Lewis agendaR+H leadership itemsDecision – 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.