

BRISTOL CITY COUNCIL

MINUTES OF THE MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 13TH MARCH 2008 AT 2.00 P.M.

P Councillor Comer (in the Chair)  
P Councillor Bees  
A Councillor Eddy  
P Councillor C. Price  
A Councillor Wright

HR

**62.3/08 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillors Eddy and Wright.  
Councillor Sykes substituted for Councillor Wright.

The Committee gave a warm welcome to the Head of Human Resources following a period of absence.

HR

**63.3/08 DECLARATIONS OF INTEREST**

None.

HR

**64.3/08 MINUTES OF THE HUMAN RESOURCES COMMITTEE –  
24TH JANUARY 2008**

**RESOLVED -** that the Minutes of the meeting of the Human Resources Committee held on 24<sup>th</sup> January 2008 be confirmed as a correct record and signed by the Chair.

**Matter Arising** - in response to a question the Head of Human Resources confirmed that a report would be brought to a future meeting of the Committee in respect of additional regulations regarding the local Government Pension Scheme.

**HR  
65.3/08 PUBLIC FORUM**

<b>AGENDA ITEM</b>	<b>AUTHOR OF STATEMENT</b>	<b>SUBJECT(S) OF STATEMENT</b>	<b>No.</b>
8	Anthony Austin NAHT	Performance Management Policy for Teachers	<b>1</b>
5	Steve Paines T&G	Discretionary Severance Policy	<b>2</b>
5,6,7,9	Rowena Hayward GMB	Discretionary Severance Policy, Guidance for TUPE Transfers, Head of Technical Services - Regrading, Building Future Initiative	<b>3</b>
8	David Michel NASUWT	Performance Management Policy for Teachers	<b>4</b>

**HR  
66.3/08 DISCRETIONARY SEVERANCE POLICY**

The Committee considered a report of the Director of Central Support Services (agenda item no. 5) seeking to confirm the existing policy of the Council.

In response to the GMB public forum statement the Head of Human Resources representative confirmed that a report detailing redundancies would be submitted to the Corporate Joint Consultative Committee in accordance with current practice.

The Head of Human Resources representative reminded the Members that this report had been brought back to inform the Committee of the impact of the revised policy. It was noted that the 2007/08 arrangements for redeployment and redundancy payments had been successful.

The Committee were asked to note a minor amendment in the redundancy calculator table (non teachers) where it showed an incorrect figure of 21.5, that it should be 21 (weeks).

**RESOLVED - that the existing policy of the Council to award up to 60 weeks pay in the event of redundancy be**

**confirmed.**

**HR  
67.3/08 REVISED TUPE GUIDELINES**

The Committee considered a report of the Director of Central Support Services (agenda item no. 6) regarding the implementation of TUPE guidelines and asked to note the guidance.

In response to the GMB public forum statement the Head of Human Resources representative agreed to consider the role of Trade Unions in the guidelines subject to the trade unions submitting a draft role via the trade union side secretary so that it could be given formal consideration.

In response to a Member's question about pension arrangements under TUPE, the Head of Human Resources agreed that this would be investigated and a report brought back to the Committee for consideration to clarify the Council's position regarding TUPE pension arrangements for new employees who join the contractor, after the date of transfer, and whether or not this should be included in the specification.

- RESOLVED -**
- (i) that the implementation of TUPE guidance, the context of which is summarised in paragraphs 5.2, 5.3 and 5.4 of the report, be noted;**
  - (ii) that a report be brought back to a future Committee clarifying pension arrangements for contractors under the TUPE process.**

**HR  
68.3/08 HEAD OF TECHNICAL SERVICES NHS REGRADING**

The Committee considered a report of the Director of Central Support Services (agenda item no. 7) seeking approval for the regrading of the Head of Technical Services post.

The Head of Human Resources, having regard to the comments made by the GMB in their public forum statement,

confirmed that the Council was committed to the proper evaluation of posts and that the case for the regrading of this post was justified.

**RESOLVED - that the post of Head of Neighbourhood and Housing Services Technical Services be regraded to Hay P with effect from 1<sup>st</sup> April 2008.**

HR

69.3/08

## **PERFORMANCE MANAGEMENT POLICY FOR TEACHERS**

The Committee considered a report of the Director of Central Support Services (agenda item no. 8) seeking the adoption of the Performance Management Policy for Teachers.

The Head of Human Resources representative stated that the Policy would ensure that there was a transparent scheme for performance management for teachers replacing the current ad hoc arrangements.

In response to public forum comments made by the NASUWT the Head of Human Resources representative emphasised that although there were seven variations of the Policy, in relation to the nationally agreed Policy, this had to be seen in the context of the 146 schools that existed within the Council.

With regard to the specific definitions of 'satisfactory' and 'good' in Appendix 3 these were considered appropriate as they made it very clear to staff what was expected of them in terms of achieving standards. It was important to emphasise that any staff under performing would be removed from the Performance Management process. This aspect would be included in the main body of the Policy.

In respect of funding the Head of Human Resources representative confirmed that the CYPS Department had a Workforce Development budget which catered for all staff including teachers.

**RESOLVED – (1) that the Performance Management Policy for centrally employed teachers be adopted with**

**immediate effect, subject to:**

- (2) that additional wording would be added to the policy to clarify what action would be taken if centrally employed teachers failed to reach the required standard of performance.**

**HR**

**70.3/08**

**BUILDING FUTURES INITIATIVE**

The Committee considered a report of the Director of Central Support Services (agenda item no. 9) seeking the endorsement of the Building Futures Initiative.

Members welcomed the initiative and asked that a clear message of support for it be disseminated to all Managers. It was felt that the initiative should be adopted by the Council as Corporate priority. In that context Members requested that progress be closely monitored and if it was found that the initiative was not working as planned then a degree of 'enforcement' would be necessary.

The Head of Human Resources stated that a progress report would be brought back to the Committee around October or November 2008 detailing progress.

The Head of Human Resources representative informed Members that a launch of the Initiative would be taking place on 16 and 22 April 2008 to which all Members of the Committee were invited to attend.

**RESOLVED - (i) that the Building Futures Initiative (BFI) be endorsed for immediate implementation and that the Human Resources implications as set out in paragraph 5.5 of the report be noted;**

**(ii) that a progress report be brought back to the Committee in autumn 2008.**

(The meeting ended at 3.20 pm)

CHAIR