

BRISTOL CITY COUNCIL

MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 24TH APRIL 2008 AT 2.00 P.M.

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

HR
71.4/08 **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillor Eddy. Councillor Lewis substituted.

HR
72.4/08 **DECLARATIONS OF INTEREST**

None declared.

HR
73.4/08 **MINUTES – HUMAN RESOURCES COMMITTEE – 13TH MARCH 2008**

RESOLVED - that the Minutes of the meeting of the Human Resources Committee held on 13th March 2008 be confirmed as a correct record and signed by the Chair.

HR
74.4/08 **PUBLIC FORUM**

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No.
6,8	Liz Bebbington, Rowena Hayward GMB	New Ways of Working: Transforming Workspace Policy, Managing Change Policy	1

5,6,7,8	Steve Paines UNITE	Review of JNC Agreement for Youth Workers New Ways of Working: Transforming Workspace Policy, Early Retirement - Ill Health Managing Change Policy	2
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HR

75.4/08

REVIEW OF JNC AGREEMENT FOR YOUTH WORKERS IN CULTURE AND LEISURE DEPARTMENT

The Committee considered a report of the Director of Central Support Services (agenda item no. 5) considering the outcome of a review of JNC Youth Workers' terms and conditions.

Having regard to the comments made by the trade union during the public forum the Head of Human Resources representative explained that there would be no benefit to make the possible changes outlined in paragraphs 5.4 and 5.6 of the report as the existing arrangements worked well and there was no trend in other local authorities to make these kind of changes.

Members of the Committee concurred with this approach.

RESOLVED - that the JNC Youth Workers' terms and conditions be not harmonised within Single Status terms and conditions.

HR

76.4/08

NEW WAYS OF WORKING: TRANSFORMING WORKSPACE POLICY

The Committee considered a report of the Director of Central Support Services (agenda item no. 6) adopting the Transforming Workspace Policy with effect from 1 May 2008.

The Head of Human Resources representative explained that the new guidelines had been developed to complement the Council's Office Accommodation Strategy to reduce the amount of office space and office buildings that were used.

With regard to a query raised during public forum about broadband running costs for home working employees the Head of Human Resources representative explained that the option to work from home was voluntary and analysis had shown that 70% of employees already had broadband set up which was for their personal use and not just when they were working from home.

It was noted that not having broadband facility would not necessarily be a limiting factor for working from home as advances in technology would bring other opportunities.

The Head of Human Resources emphasised two further points in respect of the Policy -

- (i) it was important that Managers maintained the right to end working from home if it was found that it was having a detrimental impact on service provision and this should be made clear in the Policy;
- (ii) it was important to clarify in the Policy the pro rata definition in respect of the annual contribution toward heating, lighting, power and other household expenses showing that it was intended to base this on an hourly calculation.

The Head of Human Resources representative confirmed that the wording of the Policy would be amended to include the two points raised above.

The Committee were informed that where Council hardware was required for home working then full IT safeguards would be included. Employees using their own equipment would not require this but they would have telephone access to the Council's IT help line if they required it.

It was suggested that, due to the changing requirements of the Council and changes in technology, the Policy be reviewed again in twelve months time, with a progress report in 6 months

RESOLVED - (1) that, subject to the amendments discussed, the Transforming Workspace Policy be adopted with effect from 1 May 2008 (Appendix A

to the report);

- (2) that the annual contribution to household expenses remain at the current level for 2008/9 subject to a review in April 2009;**
- (3) that the policy would be amended to include the following two issues raised by the Head of HR:**

 - (i) it was important that Managers maintained the right to end working from home if it was found that it was having a detrimental impact on service provision and this should be made clear in the Policy;**
 - (ii) it was important to clarify in the Policy the pro rata definition in respect of the annual contribution toward heating, lighting, power and other household expenses showing that it was intended to base this on an hourly calculation.**
- (4) that the Policy be reviewed in twelve months time when the implications of the Business Transformation proposals on practices were known, and that a progress report would be submitted to this committee after six months**

**HR
77.4/08**

**EARLY RETIREMENT ON THE GROUNDS OF ILL
HEALTH: REVISED REGULATIONS AND APPEAL RIGHTS**

The Committee considered a report of the Director of Central Support Services (agenda item no. 7) approving the method of dealing with appeals, and a tables amendment to the regulations clarifying the new 3 tier proposals.

The Committee noted a correction would need to be made to paragraph 5.5 of the report where it proposed revised wording to the Managing Change Policy, namely that the word 'sort' be replaced by the word 'sought'.

- RESOLVED -**
- (1) that the proposed method of dealing with appeals, as stated in Section 5 of the report, be approved;**
 - (2) that the Managing Attendance Policy be updated in line with this change in legislation, as outlined in section 5.5 of the report. In line with this, the Appeals Arrangements for 1st and 2nd tier officers be dealt with by the Head of Paid Service (or their nominated representative;**
 - (3) that the remaining contents of the report be noted;**
 - (4) that the tabled amendment to the ill health regulations covering the 3 tier system be noted.**

**HR
78.4/08**

MANAGING CHANGE POLICY

The Committee considered a report of the Director of Central Support Services (agenda item no. 8) approving the revised Managing Change Policy.

The Head of Human Resources acknowledging the public forum comments confirmed that the Policy would be further amended to further clarify issues in respect of suitable alternative employment, where an employee was prepared to voluntarily accept a job where the pay differential is greater than 15% lower.

In addition he explained that the removal of the 15% pay protection differential was made to allow more opportunity for employees to obtain employment.

With regard to the twelve month 'rule' for ring fencing purposes this was done to simplify procedures and make for a fairer approach because without it new staff, still on probation and on less than twelve months service, could make the same claims as those who had successfully got through their probation period.

Due to the changes anticipated in respect of the Business Transformation Programme the Committee felt that it would be prudent to review the Policy again in six months time.

- RESOLVED -**
- (1) that, subject to the above change regarding an employee voluntarily accepting redeployment into an alternative post where the pay differential is greater than 15%, the revised Managing Change Policy be approved and take effect from 1 May 2008;**
 - (2) that the “ring fence” provisions of the Policy be further reviewed in six months time.**

(The meeting ended at 3.15pm)

CHAIR