

**BRISTOL CITY COUNCIL**

**MINUTES OF THE MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 8TH MAY 2008 AT 2.00 P.M.**

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

**HR  
79.5/08 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

None.

**HR  
80.5/08 DECLARATIONS OF INTEREST**

None.

**HR  
81.5/08 PUBLIC FORUM**

None.

**HR  
82.5/08 NEW CHIEF OFFICER STRUCTURE : HUMAN  
RESOURCES IMPLICATIONS**

The Committee considered a joint report (as amended) of the Chief Executive and Head of Human Resources (agenda item no. 4), which was considered by the Cabinet at its meeting on 1 May 2008, to consider the new Chief Officer Structure, the grade/pay range for each post, job descriptions and appointment procedure. An amendment to the report was circulated to Members at the meeting which related to the appointment procedure, S.151 responsibilities and responsibility for the Youth Offending Team.

The Chief Executive outlined the proposals emphasising the portfolios of the new structure and that they would all be -

- Strategic;
- Corporate;
- Performance/VFM orientated;
- Customer/Externally focussed.

The core principles underpinning the new structure would be that it was 'fit for purpose' and that it would maintain flexibility to be able to respond to the exigencies of service delivery.

In response to Members questions the following points were made or clarified -

- the Deputy Chief Executive post could not be graded under the HAY job evaluation scheme as to do so would require significant amendment to the Hay scheme and this would impact on the JE outcomes of the Strategic Director posts.
- the Deputy Chief Executive post would be 'true' deputy and would be empowered to make decisions in the absence of the Chief Executive to ensure continuity;
- the new structure would enable a net saving of £71k to be made;
- the position of the Executive Support Officer(s) would initially be drawn from existing third tier employees but if additional personnel were required then these could be drawn from other tiers within the Council.

The Chief Executive then referred to the amended report and highlighted the following points -

- the reference to the Youth Offending Service in paragraph 5.6 (Strategic Director CYPS) be removed as this service was within the responsibility of the Strategic Director Neighbourhoods (as shown in Appendix B);
- the appointment method should be amended in respect of the post of Strategic Director CYPS by removing that post from the ring fence in favour of a direct appointment on the grounds that the post would remain unchanged. The salary for this post would also remain unchanged;
- the option to delegate responsibility for the S.151 to an officer below the first tier, rather than the

the post of Strategic Director (Resources), must be approved by full Council. This however could delay the restructuring process. It was noted that CIPFA advice was that the S.151 officer should be a member of the Corporate Management Team.

Members noted the amendments to the report. With regard to the S.151 issue a Member suggested that to avoid any delay in the restructuring process the matter be raised at full Council (AGM) on 13 May 2008 under Urgent Business, as the five day statutory deadline for the publication of the agenda and reports had passed. This would require a change to the 'Delegation of Non Executive Functions' being considered by Council so that Senior Management would have the discretion to appoint the S.151 at the appropriate level.

In order to achieve this the Committee formally requested that the Head of Legal Services expedite this for the 13 May 2008 Council meeting.

Subject to the above the Committee -

**RESOLVED - (1) that the newly proposed post of Deputy Chief Executive would not be subject to the Council's job evaluation scheme for JNC 1<sup>st</sup> and 2<sup>nd</sup> tier staff and that a salary range of £130,000 - £140,000 per annum be approved;**

**(2) that the gradings of the 5 permanent posts and 1 temporary post of Strategic Director, as set out in paragraph 5.9 (as amended) of the report, be endorsed;**

**(3) that the proposed post of Strategic Director (Transformation) be filled on a 3 year fixed term basis as set out in paragraph 5.7 of the**

**report;**

- (4) that the Methods of Appointment, set out in Appendix A (as amended) be approved;**
- (5) that the roles and responsibilities for the posts in the new structure, as set out in Appendix B to the report, be noted;**
- (6) that the nominated “Safety Director) (HOS) be the Strategic Director: Resources rather than the Chief Executive as at present; and**
- (7) that the creation of a post(s) of Executive Support Officer at 3<sup>rd</sup> tier level be graded under delegated authority, in accordance with the JE Scheme for single status employees (paragraph 5.11(iii) of the report refers).**

(The meeting ended at 2.30 pm)

CHAIR