

**TO: ALL MEMBERS OF THE
HUMAN RESOURCES
COMMITTEE**

Councillor John Bees (L)
Councillor Charles Price (L)
Councillor Steve Comer (LD)
Councillor Mark Wright (LD)
Councillor Richard Eddy (C)

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Date: 10 June 2008

(L = Labour, LD = Liberal Democrat, C = Conservative)

Dear Member,

HUMAN RESOURCES COMMITTEE

You are invited to attend **the Annual Meeting** of the Human Resources Committee to be held on **Thursday 19 June 2008 at 2.00 pm** in a Committee Room at the Council House, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf.

Yours sincerely

Pauline Draisey
Democratic Services Officer

PUBLIC INFORMATION SHEET

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

AGENDA

1. ELECTION OF CHAIR 2008/09

2. ELECTION OF VICE CHAIR 2008/09

3. MEMBERSHIP OF COMMITTEE

to note the membership of the Committee as set out on the front sheet of the agenda.

4. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

- to receive any apologies and note any substitutions.

5. TERMS OF REFERENCE

- to note the attached terms of reference for the Committee which were agreed by the City Council at its meeting on 13 May 2008 (Appendix A).

6. DATES AND TIMES OF MEETINGS 2008/09

- to note the dates meetings for 2007/08 as detailed below, all meetings to **commence at 2.00 pm** -

Thursday 24 July 2008	Thursday 8 January 2009
Thursday 4 September 2008	Thursday 19 February 2009
Thursday 16 October 2008	Thursday 2 April 2009
Thursday 27 November 2008	

7. DECLARATIONS OF INTEREST

- to receive any declarations of interest from Members.

**8. MINUTES OF THE MEETINGS OF THE HUMAN RESOURCES COMMITTEE HELD ON
(a) 24 APRIL 2008 AND
(b) 8 MAY 2008.**

- to be confirmed as a correct record and signed by the Chair.

9. PUBLIC FORUM

Time Limit for this item - 30 minutes

Any local resident or councillor, may present a petition or submit a statement on the work of the committee, provided that they have given notice in writing or by electronic mail **not later than 12.00 noon on the working day before the meeting**. In the case of a statement, a copy of the statement should be included.

The notice should be addressed to the Democratic Services Team, Room 220, Council House, Bristol, BS1 5TR, and marked for the attention of Pauline Draisey.

The total time allowed for public forum business is 30 minutes.

Questions

A questions may only be asked if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than **three clear working days before the day of the meeting**.

There is provision for accepting late urgent questions provided the Chair of the Committee has agreed to accept them and they are received no later than two hours before the meeting.

10. POLICY AND PROCEDURE FOR VOLUNTEERING

- to recommend the implementation of a new policy and procedure to unify the process for recruiting and managing volunteers.

(Report of Head of Human Resources)

11. MANAGING CHANGE POLICY/PROCEDURE: IMPLICATIONS FOR THE NEW OPPORTUNITIES PROCEDURE

- to advise the Committee of the need to revise the implementation date of some elements of the Managing Change Policy/Procedure approved by this Committee at its previous meeting to recognise that there are now some inconsistencies between the Managing Change Procedure/Policy and the New Opportunities Procedure.

(Report of the Head of Human Resources)

INFORMATION ITEM

12. FRAMEWORK HR POLICIES AND PROCEDURES

- to inform on the progress with the project to publish framework (core) HR policies and procedures on a new intranet website by 31 March 2008.

(Report of Head of Human Resources)

Public Information Sheet

Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.
Lifts must not be used under any circumstances.

Please note: the alarm is tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at Meetings - Local Government (Access to Information) Act 1985

All committee meetings are open to the public and a limited amount of seating is available in each committee room. You may however be asked to leave the meeting when the committee considers any “exempt” (confidential) business shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

If you wish to inspect minutes or reports (other than exempt reports) relating to any item on this agenda please contact either the Democratic Services Officer or the modern records office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time. We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any committee. A charge will be made for this service.

Other Formats and Languages

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of committee reports before the date of a particular meeting cannot be guaranteed.

Public Participation at the Human Resources Committee

If you are a resident in Bristol you can make a **statement** (which can include presenting a **petition**) to the human resources committee provided that:-

- (i) you give written notice to us, including a copy of the statement or the front page of the petition, no later than 12.00 noon on the working day before the meeting and

- (ii) the statement or petition concerns a matter which is the responsibility of the committee at which you intend to present it.

Statements received by a committee will be noted and, if they do not relate to an item on the agenda for the meeting at which they are presented, they may be the subject of a report by officers to the next meeting of the committee. Statements which relate to items which are on the agenda for the meeting at which they are made will be taken into account by the committee when it considers the item concerned.

The committee chair will have discretion to allow statements from members of the public who are not residents of Bristol if they have a business address in the city or can demonstrate some other interest in an agenda item.

Process during and after the meeting :

Public forum items are normally the first substantive item of business on the agenda and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact - please try to avoid reading out a lengthy text from a piece of paper. Remember that your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.

You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by Members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Services Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

Please note that by participating in public forum business, it will be assumed that your consent is given to the recording in the minutes of the meeting of your name and the details of your submission. A copy of your full written submission will also be included with the agenda papers for the meeting which are placed in the official minute book (the public record) and will also be included on the Council's web site with the other documents for the meeting concerned.

Register of Interests

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors, Co-optees and Advisers is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.