

**BRISTOL CITY COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 19TH JUNE 2008 AT 2.00 P.M.**

P Councillor Bees  
P Councillor Comer  
P Councillor Eddy  
P Councillor C. Price  
A Councillor Wright  
P Councillor Hopkins

**HR  
1.6/08**

**ELECTION OF CHAIR 2008/09**

**RESOLVED - that Councillor Comer be elected  
Chair of the Human Resources  
Committee for the 2008/09  
municipal year.**

The Chair placed on record the Committee's appreciation of the support given by Steve Gregory, Democratic Services Officer, over the past years.

**HR  
2.6/08**

**ELECTION OF VICE-CHAIR**

**RESOLVED - that Councillor Bees be elected  
Vice-Chair of the Human  
Resources Committee for the  
2008/09 municipal year.**

**HR  
3.6/08**

**MEMBERSHIP OF COMMITTEE**

**RESOLVED - that membership of the Human  
Resources Committee for the  
2008/09 municipal year be as  
follows:-**

**Councillor Bees  
Councillor Comer**

**Councillor Eddy  
Councillor C. Price  
Councillor Wright**

**HR  
4.6/08      APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillor Wright, Councillor Hopkins attended as his substitute.

**HR  
5.6/08      TERMS OF REFERENCE**

**RESOLVED -      that the terms of reference of the Human Resources Committee for the 2008/09 municipal year, as agreed by City Council at its meeting on 13<sup>th</sup> May 2008, be noted.**

**HR  
6.6/08      DATES AND TIMES OF MEETINGS 2008/09**

**RESOLVED -      that the Human Resources Committee meet on the following dates at 2.00 p.m. in the 2008/09 municipal year:-**

**Thursday 24<sup>th</sup> July 2008  
Thursday 4<sup>th</sup> September 2008  
Thursday 16<sup>th</sup> October 2008  
Thursday 27<sup>th</sup> November 2008  
Thursday 8<sup>th</sup> January 2009  
Thursday 19<sup>th</sup> February 2009  
Thursday 2<sup>nd</sup> April 2009**

**HR  
7.6/08      DECLARATIONS OF INTEREST**

The following declarations of interests were made:

Councillor Comer	Member of the Public and Commercial Services Union. Member of the LGA HR Panel Local Government Employers Board
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Councillor Bees                      Member  
 Councillor C Price                  Member of UNITE  
    Members of GMB

**HR**  
**8.6/08            MINUTES - HUMAN RESOURCES COMMITTEE - 24TH**  
**APRIL 2008**

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

**HR**  
**9.6/08            MINUTES - HUMAN RESOURCES COMMITTEE - 8TH MAY**  
**2008**

**RESOLVED -        that the minutes of the meeting of**  
**the Human Resources Committee**  
**held on 8<sup>th</sup> May 2008 be confirmed**  
**as a correct record and signed by**  
**the Chair.**

**HR**  
**10.6/08        PUBLIC FORUM**

The following items of public forum were received:

<b>AGENDA ITEM</b>	<b>AUTHOR OF STATEMENT</b>	<b>SUBJECT(S) OF STATEMENT</b>	<b>No</b>
Not an agenda item	Steve Paines UNITE	Managing Attendance Policy	<b>1</b>
10, 11	Steve Paines UNITE	Policy and Procedure for Volunteers Managing Change Policy / Procedures implication fro New Opportunities Procedure	<b>1</b>
Not an agenda item	Rowena Hayward / Liz Bebbington GMB	Business Transformation	<b>2</b>

10, 11,12	Rowena Hayward / Liz Bebbington GMB	Policy and Procedure for Volunteering Managing Change Policy / Procedure: Implication for New Opportunities Procedure Framework HR Policies and Procedures	<b>2</b>
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The public forum items would be heard prior to the item to which they referred.

In response to the comments raised that were not covered on this agenda HR officers made the following comments:

Managing Attendance Policy - Officers were aware of the issues raised and would discuss with trade union in due course. A report would be presented to the Human Resources Committee due to be held on 24 July.

Business Transformation - following the last staff satisfaction survey a number of focus groups were set up to review issues of bullying/harassment. The groups were due to complete their work shortly. A report would be presented to the Human Resources Committee due to be held on 24 July. Actual cases of bullying/harassment would be investigated through the appropriate channels.

**HR**

**11.6/08**

**POLICY AND PROCEDURE FOR VOLUNTEERING**

The Committee considered a report of the Head of Human Resources (agenda item no. 10) recommending the implementation of a new policy and procedure to unify the process for recruiting and managing volunteers.

The following responses were given to the points raised in the Public Forum statements.

- All volunteers would be given a copy of the policy as part of their induction process and would be able to note the ability to claim expenses.
- Section 4.12 would be amended to include a reference to the Council's zero tolerance policy.

- There was no intention to substitute volunteers for paid employees.

The Human Resources Adviser presented the report. The following points were clarified:

- The policy was an opportunity to set out clear rules and processes on the use of volunteers throughout the Council.
- It was noted that CRB checks were not transferable between organisations.
- Risk assessments would be carried to ensure no members of the public were put at risk if CRB checks had not been completed.
- Service level agreements with voluntary sector organisations should specify that their employees should go through the CRB process.
- It was noted that schools were very advanced with their CRB checking processes.
- The policy would be reworded to indicate that volunteers should be provided with the means to prove their identity.
- An information report would be presented to the Human Resources Committee meeting to be held on 19 February 2009 giving details of the categories of volunteers for each department. Actual numbers would be difficult to obtain as there was no central collating system in place.
- Insurance cover was provided for volunteers aged between 16 and 85. The issue of insurance for volunteers under 16 would be considered.

**RESOLVED - (1) that the policy attached to the report be adopted with effect from 1<sup>st</sup> July 2008, amended as detailed above;**

**(2) that the policy be recommended for adoption by locally managed schools.**

- (3) that an information report detailing categories of volunteers be presented to the Human Resources Committee meeting to be held on 19 February 2009**

HR

12.6/08

**MANAGING CHANGE POLICY/PROCEDURE:  
IMPLICATIONS FOR THE NEW OPPORTUNITIES  
PROCEDURE**

The Committee considered a report of the Head of Human Resources (agenda item no. 11) advising 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.

The following responses were given to the points raised in the Public Forum statements.

- Further consultations with trade union would take place.
- The change from the pay protection ceiling from 15% to 20% does not apply at the present time. The suggested change would be included in the New Opportunities Policy for discussion when it was presented to the Committee at a later date.
- The overall principle was to offer wider re-deployment and avoid large scale redundancies.
- There was no intention to offer pay protection to elected Members.

The Human Resources Manager presented the report:

- Members were asked to approve the revised implementation date of the Managing Change pay protection arrangements from 1 May 2008 to 1 July 2008.

**RESOLVED - (1) that the implementation date for the Managing Change pay protection arrangements be**

revised from 1<sup>st</sup> May 2008 to 1<sup>st</sup> July 2008;

- (2) that for the purposes of job matching to a suitable alternative post, the proposed change from a 15% ceiling, to 20% ceiling, will not be implemented until the New Opportunity Policy is implemented (as below); and
- (3) that the implementation date for the other changes set out in paragraph 5.3 of the report be delayed in order that consultation can be undertaken with the trade unions re: the proposed amendments to the New Opportunities Programme. This implementation date would not be later than 1<sup>st</sup> October 2008 and would be determined by this committee when it received the follow up report regarding the New Opportunity Programme amendments.

## **INFORMATION ITEM**

**HR**

### **13.6/08      FRAMEWORK HR POLICIES AND PROCEDURES**

The Committee considered a report of the Head of Human Resources (agenda item no. 12) informing on the progress with the project to publish framework (core) HR policies and procedures on a new intranet website by 31<sup>st</sup> March 2008.

An amended copy of Appendix A was circulated. Members noted that the key policies relating to Business Transformation and out of date polices had been reviewed to date. All policies would be reviewed in due course.

**RESOLVED - that the report be noted.**

(The meeting ended at 2.45pm)

CHAIR