

**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)

**Reply to:** Pauline Draisey

**Tel. No:** (0117) 922 3846

**Fax No:** (0117) 922 2146

**email:**

pauline.draisey@bristol.gov.uk

Democratic Services Texbox

0117 3574444

**Date:** 15 July 2008

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

Dear Member,

**HUMAN RESOURCES COMMITTEE**

You are invited to attend the meeting of the Human Resources Committee to be held on **Thursday 24 July 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. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

- to receive any apologies and note any substitutions.

#### **2. DECLARATIONS OF INTEREST**

- to receive any declarations of interest from Members.

#### **3. MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 19 JUNE 2008**

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

#### **4. 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.

**5. CODE OF CONDUCT FOR EMPLOYEES WHO WORK IN SCHOOLS**

- to seek the Committee's approval of a Code of Conduct to be used for all school based employees.

(Report of Director of Central Support Services)

**6. REVISIONS TO JNC FOR CHIEF EXECUTIVE'S CONDITIONS OF SERVICE**

- to consider revisions to the national conditions of service for Chief Executives -

a) revised model procedure for discipline, capability and other reasons for dismissal;

b) suggested model for local determination of chief executive's pay; and

c) returning officer fees.

(Report of the Head of Human Resources)

**7. SICKNESS ABSENCE: OH&C / WITHDRAWAL OF SELF CERTIFICATION**

- for information in relation to the response to the public forum request from the trade unions, and to related issues around the management of sickness absence, as set out in Appendix A.

(Report of the Head of Human Resources)

**8. TUPE: TERMS - OPEN AND CLOSED PENSION PROVISIONS**

- to obtain the Committee's views regarding the "options" set-out in paragraph 5 of the report.

(Report of the 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: alarms are 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.

### **Public Access Information**

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)**

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any “exempt” (private) business is considered. This will normally be shown on the agenda.

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

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) 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 meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the council's internet website at: [www.bristol.gov.uk](http://www.bristol.gov.uk)

### **Other formats and languages and assistance for those with hearing impairment**

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 papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the Council House are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

### **Public Forum**

Members of the public may make a **statement** or present a **petition** to any committee meeting, provided that:-

(i) written notice is given to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts\*** and

(ii) the statement or petition concerns a matter which is the responsibility of the committee concerned.

(\* NB: if the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday).

You may also ask a **question** of the chair at a committee meeting. This must be submitted to us in writing not less than 3 clear working days before the date of the meeting. A written response will be available 1 hour before the meeting which will be circulated to all who are present and will be included subsequently, with the minutes of that meeting.

Statements and petitions which relate to specific items on the agenda will be taken into account by the meeting when it considers the item concerned.

Statements and petitions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged. They may still be submitted but will not be discussed. The committee meeting will decide how these should be dealt with (eg by correspondence or by a future report etc).

The Chair of the meeting has discretion to take statements, petitions and questions in an appropriate order (ie not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.

**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.

### **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 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 contact the Democratic Services Officer named on the agenda if you require any further information regarding the above.

## **Register of Interests**

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