

**BRISTOL CITY COUNCIL**

**MINUTES OF THE MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 16TH OCTOBER 2008 AT 2.00 P.M.**

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

**HR  
37.10/08 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillors Wright and Bees who were substituted by Councillors Kitson and Jenny Smith respectively.

**HR  
38.10/08 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**HR  
39.10/08 MINUTES – HUMAN RESOURCES COMMITTEE – 4TH  
SEPTEMBER 2008**

**RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 4<sup>th</sup> September 2008 be confirmed as a correct record and signed by the Chair.**

**MATTERS ARISING**

**HR 31.9/08 MILEAGE ALLOWANCES - INCREASES AND REVIEW**

It was clarified that the mileage rate paid for mileage in

excess of 10,000 miles per annum was 25 pence per mile.

**HR  
40.10/08 PUBLIC FORUM**

<b>AGENDA ITEM</b>	<b>AUTHOR OF STATEMENT</b>	<b>SUBJECT(S) OF STATEMENT</b>	<b>No.</b>
6	Steve Paines	Amendments to Procedures	1
7		New Opportunities Polices	1

The public forum items were heard prior to the agenda item to which they referred and considered during the Committee's discussion.

**HR  
41.10/08 OCCUPATIONAL HEALTH NURSING STAFF PAY AND CONDITIONS**

The Committee considered a report of the Acting Strategic Director - Resources (agenda item no. 5) recommending -

- (i) that the pay bands shown in appendix A to the report be continued for the foreseeable future, with any increases being in line with the NJC for Local Government Services pay awards. All other terms and conditions for these employees would remain unaltered; and
- (ii) the matter would be further reviewed if there were any significant changes/issues.

The Corporate Development HR Manager presented the report. The following points were highlighted in the presentation and ensuing discussion.

- This matter was forwarded from the Human Resources Committee meeting held in December 2006. It had been hoped that, by now the future of the Occupational Health Service would have been in a clearer position and that the Committee would have been able to fully consider the issues raised by the "Agenda for Change".
- Members of staff had commented that the differential in pay bands need not be a stumbling block to

progression. However officers considered that it was not best practice for managers having day-to-day management of staff to be paid less than the employees who they supervised.

- The “Agenda for Change” primarily concerned NHS employees who had substantially different terms of conditions to Occupational Health staff who worked flexible hours between 9.00am and 5.00pm with no shift work involved.
- The Occupational Health Service was subject to a Service Improvement Plan and was a traded service.
- It was agreed that it was sensible to continue to pay the existing rates with a future review if necessary.

**RESOLVED - (1) that the pay bands shown in appendix A to the report be continued for the foreseeable future, with any increases being in line with the NJC for Local Government Services pay awards. All other terms and conditions for these employees would remain unaltered as per the NJC Single Status Agreement (paragraph 5.1 of the report refers); and**

**(2) that this matter be further reviewed in future, if there were any significant changes in OH pay rates for nursing staff, which resulted in recruitment and retention difficulties or other market rates issues.**

**HR**

**42.10/08**

**AMENDMENTS TO THE DISCIPLINARY PROCEDURE, IMPROVING PERFORMANCE PROCEDURE, PROCEDURE FOR TERMINATION ON THE GROUNDS OF 'SOME OTHER SUBSTANTIAL REASON' AND CODE OF PRACTICE ON THE CONDUCT OF INVESTIGATIONS.**

The Committee considered a report of the Head of Human

Resources (agenda item no. 6) recommending the approval of the following documents with effect from 1<sup>st</sup> December 2008;

- (i) the revised Disciplinary Procedure;
- (ii) the revised Improving Performance;
- (iii) the revised Procedure for Dismissal on the grounds of Some Other Substantial Reason; and
- (iv) The Code of Practice on the Conduct of Investigations.

The Head of Human Resources presented the report and following comments made in the public forum statement and ensuing discussion the following points were clarified.

- It was acknowledged that the appeal process was stressful.
- There had been very few occasions where multiple appeals had been necessary for one employee.
- The lines between matters of discipline and performance were very blurred. The combining of issues under a number of practices/procedures/policies into one appeal would ensure the process was more business efficient.
- It was difficult to support the suggestion that employees should be given the choice between several separate appeals and one combined appeal. The streamlining of the process was the sensible way forward.
- Wording in the relevant practices/procedures/policies would be amended to ensure that it was made as clear as possible that one appeal hearing would take place where more than one practice/procedure/policy applied.

**RESOLVED - that with effect from 1<sup>st</sup> December 2008, the following be approved:-**

- (1) The Revised Disciplinary Procedure.**
- (2) The Revised Improving Performance Procedure.**
- (3) The Revised Procedure for Dismissal on the grounds of**

## **Some Other Substantial Reason**

### **(4) The Code of Practice on the Conduct of Investigations.**

**HR**

**43.10/08**

## **NEW OPPORTUNITIES PROCEDURE: FURTHER REPORT**

The Committee considered a report of the Head of Human Resources (agenda item no. 7) adopting the amendments to the procedure agreed following further consultation.

The Employee Relations Manager presented the report and following comments made in the public forum statement and ensuing discussion the following points were clarified:

- All policies and procedures would be rationalised to note that the Head of Paid Service was the person to whom notices of appeal should be sent.
- As a result of issues raised by the trade unions at the previous Human Resources Committee meeting, the New Opportunities Procedure contained an appeal process rather than a stage 3 grievance process.
- Any possible 'domino effect' would be monitored year on year.
- The New Opportunities Procedure was designed to cover situations where employees would be required to work in different work areas from that for which they had been recruited, thus ending the silo mentality and encouraging mobility throughout the council.
- It was made clear that it was the Authority's priorities that were driving change and this was not a reflection on individual performances.
- It was clarified that pay protection would remain at 100%. Job matching would be within 20% of the employee's pay band.

**RESOLVED - that following further consultation, the following amendments to the New Opportunities Procedure be adopted, with effect from 1<sup>st</sup> October 2008:-**

- (1) The proposed appeal rights, as set out in paragraph 5.1 of the report, which would also be incorporated into the Managing Change Policy.
- (2) The extent to which staff redeployed into posts where the pay difference was greater than 20%, would be monitored to see whether or not the “domino effect” occurred.
- (3) Pay protection would remain at 100% for 3 years, but that job matching would be limited to 20%.

**HR  
44.10/08 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED -** that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act (as amended).

**HR  
45.10/08 CHIEF EXECUTIVE - PAY AWARD 2008/2009**

(Exempt under paragraph 1 - information relating to any individual)

The Committee considered an exempt report of the Head of Human Resources (agenda item no. 9) adopting the national agreement; revising the pay scale with effect from 1<sup>st</sup> April 2008 and noting the contractual changes which have been applied to the post of Chief Executive.

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

- The Human Resources Committee on 29 September 2007 determined the salary for the new post of Chief Executive.
- At that time, no formal decision was taken to confirm that the 2008 JNC award would be paid. However, the council applied the national agreement for Chief Executives, as outlined in the contract of the appointee and a formal decision to adopt the JNC award was agreed.

- RESOLVED -**
- (1) that the national agreement be adopted and the pay scale revised with effect from 1<sup>st</sup> April 2008; and**
  - (2) that the contractual changes which have been applied to the post of Chief Executive as set out in paragraph 5.3 and 5.4 of the report be noted.**

(The meeting ended at 2.35 pm)

CHAIR