

BRISTOL CITY COUNCIL

**MINUTES OF THE SPECIAL MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 3RD DECEMBER 2008 AT 2.30 P.M.**

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

HR

54.12/08 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Councillor Eddy, Councillor Abraham substituted.

HR

55.12/08 DECLARATIONS OF INTEREST

There were no declarations of interest.

HR

56.12/08 PUBLIC FORUM

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No.
4	Steve Preddy UNITE	2 nd Tier Management Restructure Proposals	1
4	Steve Preddy UNITE	2 nd Tier Management Restructure Proposals	2
4	Rowena Hayward / Liz Bebbington GMB	2 nd Tier Management Restructure Proposals	3

The public forum items were presented and noted. In response to Item 2, the submission from UNITE, the Committee agreed that title of Service Director: Workforce

Strategy be amended to Service Director of Strategic HR and Workforce Strategy to fairly reflect the role.

RESOLVED: that the title Service Director: Strategic Human Resources be amended to Service Director: Strategic Human Resources and Workforce Strategy.

HR

57.12/08 NEW 2ND TIER MANAGEMENT STRUCTURE - HR IMPLICATIONS

The Committee considered a joint report of the Chief Executive and Human Resources Manager (agenda item no. 4) approving the HR implications of the new second tier structure of the Council.

The Strategic Director for Business Transformation presented the report.

The following observations were noted:

- The report, which represented a streamlining of the management structure, was welcomed as a positive step forward.
- This was the right action to be taken and received all party support.
- At the meeting of the Cabinet held on 27 November 2008, Executive Members requested that the Human Resources Committee review the job descriptions for the CYPs Service Director posts and consider whether their designation should be 'changed' or 'unchanged'.
- All post gradings had been subject to external evaluation.
- Following a series of appeal hearings prior to this meeting, the Appeal Committee upheld the appeal that the post of Service Director, Integrated Customer Services was an unchanged post. **The Committee therefore amended the method of appointment for this post to a direct appointment - Head of A2B, subject to any appeal from the other candidates within the ring fence.**

The Human Resources Manager outlined the various methods of appointment for the 2nd tier management structure:

- Unchanged posts where minor changes had been made to the role would lead to direct appointments being made. The date of commencement of the role was subject to this committee's approval of the process.
- Ring fenced posts where the role had been changed and there was only one employee currently doing work of that type and which had therefore resulted in only one employee being in that ring fence. Discussions had or would take place to identify whether that post may be offered as suitable alternative employment to that postholder, and therefore a direct appointment. The employee then had the opportunity to accept the post as suitable alternative employment, or if they disagreed, they had the right of appeal to the Appeals Committee, or they could choose to leave the Council, but an offer of suitable alternative employment could preclude an application for redundancy.
- Ring fenced posts where more than one employee was currently doing work of similar nature would result in those people in the ring fence competing for the post through an Assessment Centre and Selection Committee process.

Clarification was given on the issues raised with regard to the classification of 'changed' and unchanged' roles within the CYPs structure, an additional paper was circulated (copy placed in the Minute Book).

Members accepted that the posts of Service Director, Health Partnership and Commissioning and Service Director, Safeguarding and Specialist Services were unchanged as to job content although the post of Service Director, Safeguarding and Specialist Services was changed. The pay grades of these posts (not including Health Partnership and Commissioning) had increased as a result of a change in the pay line, and not as a result of the job evaluation process. Members felt that the roles of Service Director Access, Engagement and Skills and Service Director Learning, Achievement and Schools had changed significantly and could not be considered as direct appointments. Officers were requested to consult further with staff on these two posts. **The Committee therefore amended the posts of Service Director Access, Engagement and Skills and Service Director Learning, Achievement and Schools to changed posts.** If the further consultations with staff resulted in the posts being classified as changed, but with a ring

fence of one, direct appointment could be considered following a meeting to consider whether the posts represented suitable alternative employment. Members agreed that officers could proceed without further reference to the Committee.

The process for offering suitable alternative posts to those 2nd tier officers in a ring fence of one would be further discussed with trade unions, prior to the application of the process to 3rd tier managers.

All employees concerned would be notified of the outcomes of this Committee by 5 December 2008.

- RESOLVED -**
- (1) that the Cabinet's decision to adopt the new structure be noted;**
 - (2) that the changes to the pay and gradings arrangements for 2nd tier managers, as outlined in paragraph 6.3 of the report, be approved;**
 - (3) that, subject to amendments noted above, the methods of appointment be approved and the proposed salaries and gradings be endorsed;**
 - (4) that the proposed selection procedure as set out in the report be approved;**
 - (5) that it be agreed that those posts designated as New Posts be advertised internally and externally where necessary with immediate effect;**
 - (6) that a revision to the pay and grading structure, and job evaluation scheme for 2nd tier**

posts as set out in the report be approved with effect from 1 January 2009;

- (7) that any appeals submitted by the 2nd tier postholders be notified separately to this meeting; and**
- (8) that it be noted that there could be subsequent appeals if managers offered suitable alternative employment wish to challenge whether in fact the post offered does constitute suitable alternative employment, or whether the post is sufficiently changed that it should be considered to be a different post.**

(The meeting ended at 3.15pm)

CHAIR