

**BRISTOL CITY COUNCIL**

**MINUTES OF THE MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 14TH MAY 2009 AT 2.00 P.M.**

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

**HR  
92.5/09 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were no apologies for absence.

**HR  
93.5/09 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**HR  
94.5/09 MINUTES – HUMAN RESOURCES COMMITTEE – 2ND  
APRIL 2009**

**RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 2<sup>nd</sup> April 2009 be confirmed as a correct record and signed by the Chair.**

**HR  
95.5/09 PUBLIC FORUM**

<b>AGENDA ITEM</b>	<b>AUTHOR OF STATEMENT</b>	<b>SUBJECT(S) OF STATEMENT</b>	<b>No.</b>
5(2)	Martin Jones UNISON	Creation of Consultative Boards	1
5(2)	Steve Paines UNITE	Creation of Consultative Boards	2

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

HR

96.5/09

## **URGENT ITEM**

### **CARETAKING REVIEW: TIED ACCOMMODATION**

The Committee considered an urgent report of the Strategic Director, Neighbourhoods and Service Director (Designate) Strategic Human Resources and Workforce Strategy, noting that the implementation of the Human Resources Committee resolution of 19 February 2009 had been deferred and would be subject to a further report to the Committee.

The Chair agreed to accept the urgent item.

The Strategic Director, Neighbourhoods, and the HR Advisor presented the information:

- The new administration had requested clarity on some issues arising from the Caretaking Review and it was likely that a report would be considered at the first Cabinet meeting of the new municipal year.
- It was unlikely that significant changes would be made to the report. The intention was not to rewrite the report.
- The implementation of the resolution - *that the proposed calculation principles for pay protection and 'buy out' in respect of tied accommodation for Housing Caretakers be approved and implemented no later than 31 May 2008* - agreed at the Human Resources Committee meeting on 19 February 2009 was therefore not possible. A failure to comply with the resolution by 31<sup>st</sup> May would result in officers being in breach of the Committee's resolution and the Committee was asked to amend the resolution.
- Members were concerned that the decision taken in February 2009 had been the result of a long process which they did not wish to see unravelled.
- After discussion it was agreed that the the original resolution be amended to read *"that the proposed calculation principles for pay protection and 'buy out' in respect of tied accommodation for Housing Caretakers be approved and implemented concurrent with the Caretaking Review"*.

**RESOLVED: (1) that the resolution of the Committee taken on 19**

**February 2009 be amended to read: “that the proposed calculation principles for pay protection and 'buy out' in respect of tied accommodation for Housing Caretakers be approved and implemented concurrent with the Caretaking Review”.**

**HR  
97.5/09**

**CREATION OF CONSULTATIVE BOARD FOR HEALTH AND SAFETY**

The Committee considered a report of the Service Director (Designate) Strategic Human Resources and Workforce Strategy (agenda item no. 5(1)) -

- (1) approving the establishment of a Health and Safety Board from the beginning of July 2009, to be created on a pilot basis, subject to a review by the Joint Secretaries and a further report to this committee in April 2010; and
- (2) noting that the Joint Agreement on Corporate Health and Safety Employee Consultation and Facilities for Safety Representatives and Safety Committees as set out in the draft Terms of Reference (appendix A to the report) will be amended to reflect the changes set out in the report, e.g. The split in statutory and management functions.

The Human Resources Manager and the Corporate Safety Manager presented the report. The following comments were made during the presentation and discussion:

- An amended report had been previously circulated which outlined the changes following further negotiations with Trade Union representatives.
- These negotiations had resulted in an agreement on both sides for the proposals.

- A Safety Board would be established which would improve and strengthen health and safety within the Council.
- The new Board would operate as a pilot alongside the Corporate Employee Health and Safety Consultative Committee.. At the end of this pilot period, April 2010, a report would be brought back to the Human Resources Committee to consider the establishment of the Safety Board.
- The employer's side on the new Board would be reduced from 15 to 5 elected members taken from a pool of 10 who had received Health and Safety Training. The employer's side of the CEHSCC would also be reduced from 15 to 10 for the forthcoming year.
- Members noted the positive agreement secured for the proposals and welcomed the requirement for elected members to be trained in order to participate in the Board. The established of a pilot board would provide the opportunity to review the arrangements if necessary.

- RESOLVED -**
- (1) that the establishment of a Health and Safety Board from the beginning of July 2009, to be created on a pilot basis, subject to a review by the Joint Secretaries and a further report to this committee in April 2010 be approved; and**
  - (2) that the Joint Agreement on Corporate Health and Safety Employee Consultation and Facilities for Safety Representatives and Safety Committees as set out in the draft Terms of Reference (appendix A to the report) be amended to reflect the changes set out in the report e.g. the split in statutory and management functions.**

## CREATION OF CONSULTATIVE BOARD FOR EMPLOYEE RELATIONS

The Committee considered a report of the Service Director (Designate) Strategic Human Resources and Workforce Strategy (agenda item no. 5(2)) -

- (1) approving the establishment of a Joint Employee Relations Board (JERB) and the proposed terms of reference set out in appendix A to the report, which would replace the existing EJCC arrangements;
- (2) approving the introduction of the arrangements following the beginning of the municipal year 2009/10 (1<sup>st</sup> July 2009); and
- (3) noting the proposals for the streamlining/strengthening of other employee relations meetings as set out in the report recently submitted to the EJCC (appendix B to the report).

The Committee received the public forum statements presented for this agenda item. The following comments were given in response to the statements by the HR Manager and during the discussion:

- The proposed voting arrangements would be as were already in place - the majority of both sides must agree before a vote was carried. Very few matters were decided by a vote at the present time.
- There was nothing in the proposals that precluded any union or group of people making a presentation to the new Board. With the exception of UCAT, all craft unions were part of UNISON, UNITE or GMB.
- Arrangements for consultation had been very comprehensive. UNISON representatives had been invited to attend a meeting with officers and TU representatives in January 2009, but in their absence the paper submitted by them was fully considered.
- A further meeting with TU representatives had been held on 13 March 2009 and the matter fully considered at the TU/Officer meeting held on 24 April 2009.
- Smaller unions had merged with the three larger unions and these, together with the five teacher unions, were considered adequate representation. Smaller unions would

be able to put forward issues and attend meetings.

Officers were sure that the new national arrangements for education staff would also fit into the new arrangements.

- There would be no issue regarding quoracy. Issues would be clarified with Trade Unions.
- There was nothing in the proposals to prevent a trade union putting forward an issue for consideration. The aim of the pre-meeting was to consider which issues were appropriate to consider and ensure that issues were dealt with at the lowest level possible. If the Joint Secretaries could not agree on agenda items, they could nominate someone to resolve the matter.
- The membership numbers for individual unions had been difficult to establish correctly. The proportion of seats allocated was in fact similar to attendance at the last EJCC meeting.
- A delay of the proposals was not considered necessary.
- A large membership was not necessary to agree strategic issues. Training on both sides was important.
- The purpose of establishing a new board was to work more efficiently and streamline the process.

- RESOLVED -**
- (1) that the establishment of a Joint Employee Relations Board (JERB) and the proposed terms of reference, set out in appendix A to the report, which would replace the existing EJCC arrangements be approved;**
  - (2) that the introduction of the arrangements following the beginning of the municipal year 2009/10 (1<sup>st</sup> July 2009) be approved; and**
  - (3) that the proposals for the streamlining/strengthening of other employee relations meetings as set out in the report recently submitted to the EJCC be noted.**

**HR**

**99.5/09**

**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 consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act (as amended).

**HR**

**100.5/09**

**EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY - RESOURCES DIRECTORATE**

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

The Committee considered an exempt joint report of the Strategic Director of Resources (Acting) and Strategic Director of Transformation (agenda item no. 7) approving early retirement and redundancy costs.

- RESOLVED -**
- (1) that the early retirement and redundancy costs of the Head of ICT be approved with effect from no later than 31 August 2009**
  - (2) that additional pension benefits or augmented service in this case be not granted as to do so would be contrary to the council's normal practice regarding enhanced pensions.**

**HR**

**101.5/09**

**EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY - DEPUTY CHIEF EXECUTIVE'S DEPARTMENT**

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

The Committee considered a joint exempt report of the Strategy Director of Resources and Strategic Director of Transformation (agenda item no. 8) approving early retirement and redundancy costs.

- RESOLVED -**
- (1) that the early retirement and redundancy costs of the Head of Corporate Communications be approved with effect from no later than 31<sup>st</sup> August 2009**
  - (2) that additional pension benefits or augmented service in this case be not granted as to do so would be contrary to the council's normal practice regarding enhanced pensions.**

**HR**

**102.5/09**

**EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY - DIRECTOR OF CENTRAL SUPPORT SERVICES**

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

The Committee considered a joint exempt report of the Chief Executive and Strategic Director of Transformation (agenda item no. 9) approving early retirement and redundancy costs.

- RESOLVED -**
- (1) that the early retirement and redundancy costs of the Director of Central Support Services be approved with effect from no later than 28<sup>th</sup> August 2009**
  - (2) that additional pension benefits or augmented service in this case be not granted as to do so would be contrary to the council's normal practice regarding enhanced pensions.**

HR

103.5/09

**STRATEGIC DIRECTOR: RESOURCES - RESOLUTION OF THE SELECTION COMMITTEE RE: MARKET SUPPLEMENT**

The Committee considered an exempt report of the Chief Executive (agenda item no. 10) regarding the application of a salary supplement to the post of Strategic Director: Resources, in order to secure the appointment of the best person for the job.

The HR Manager presented her report, the following comments were made during the presentation and ensuing discussion.

- The second advertisement for the Strategic Director, Resources, post indicated that an attractive salary would be provided rather than a specific amount in order to achieve a high calibre of applicant.
- The applicants either matched or exceeded the top range of the salary proposed.
- The Chief Executive requested that the Selection Panel Members, who undertook the interview for the post, agree a Market Supplement to ensure the best candidate could be appointed. All members of the Selection Committee agreed to the proposal.
- The market supplement would be reviewed on an annual basis.
- It was acknowledged that the decision to agree a Market Supplement was for the Human Resources Committee. Whilst the criteria had been met on this occasion, it was not good practice to allow such a decision to be made ad hoc.

**RESOLVED - that the Market Supplement recommended by the members of the Selection Committee be approved.**

(The meeting ended at 3.05pm)

CHAIR