

**BRISTOL CITY COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 9<sup>th</sup> JULY 2009 AT 2.00 P.M.**

P Councillor Bees  
A Councillor Comer  
P Councillor Eddy  
A Councillor Popham  
P Councillor Negus  
P Councillor Havvock  
P Councillor Wright

**HR**

**1.7/09**

**APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillors Comer and Popham. Councillors Wright and Havvock substituted accordingly.

**HR**

**2.7/09**

**ELECTION OF CHAIR 2009/10**

**RESOLVED - that Councillor Comer be elected  
Chair of the Human Resources  
Committee for the 2009/10  
municipal year.**

**HR**

**3.7/09**

**ELECTION OF VICE-CHAIR**

**RESOLVED - that Councillor Popham be elected  
Vice-Chair of the Human  
Resources Committee for the  
2009/10 municipal year.**

**HR  
4.7/09 ELECTION OF CHAIR OF THIS MEETING**

In the absence of the Chair and Vice Chair it was:

**RESOLVED - that Councillor Wright be elected  
Chair of the Human Resources  
Committee for this meeting only.**

**HR  
5.7/09 MEMBERSHIP OF COMMITTEE**

**RESOLVED - that membership of the Human  
Resources Committee for the  
2009/10 municipal year be as  
follows:-**

**Councillor Bees  
Councillor Comer  
Councillor Eddy  
Councillor Popham  
Councillor Negus**

**HR  
6.7/09 TERMS OF REFERENCE**

The terms of reference were not included in the papers for this meeting. It was therefore:

**RESOLVED - that the noting of the terms of  
reference of the Human Resources  
Committee for the 2009/10  
municipal year, as agreed by City  
Council at its meeting on 16<sup>th</sup> June  
2009, be deferred to the next  
meeting of the Committee.**

**HR  
7.7/09 DATES AND TIMES OF MEETINGS 2009/10**

**RESOLVED - that the Human Resources  
Committee meet on the following  
dates at 2.00 p.m. in the 2009/10  
municipal year:-**

Thursday 3<sup>rd</sup> September 2009  
Thursday 8<sup>th</sup> October 2009  
Thursday 19<sup>th</sup> November 2009  
Thursday 17<sup>th</sup> December 2009  
Thursday 21<sup>st</sup> January 2010  
Thursday 25<sup>th</sup> February 2010  
Thursday 25<sup>th</sup> March 2010

HR  
8.7/09

## **DECLARATIONS OF INTEREST**

The following declarations of interests were made:

Councillor John Bees declared that he was a member of UNITE, the Union.

Councillor Alf Havvock declared that he was a member of UNISON.

**RESOLVED: that the declarations be noted.**

HR  
9.7/09

## **MINUTES - HUMAN RESOURCES COMMITTEE - 14TH MAY 2009**

It was clarified that the Council's membership on the Corporate Employees Health and Safety Consultative Committee would reduce from 15 members to 10 Members for 2009/2010.

**RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 14<sup>th</sup> May 2009 be confirmed as a correct record and signed by the Chair.**

HR  
9.7/09

## **MINUTES - HUMAN RESOURCES COMMITTEE - 29TH MAY 2009**

**RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 29<sup>th</sup> May 2009 be confirmed as a correct record and signed by the Chair.**

**HR**  
**10.7/09 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> |
|--------------------|---------------------------------|---|-----------|
| 6                  | Martin Jones - UNISON           | Revisions to the Existing Flexitime Scheme.           | 1         |
| 7                  |                                 | School Support Staff Negotiating Body (SSSNB).        |           |
| 8                  |                                 | School Caretakers, Tied Accommodation.                |           |
| 6                  | Jeff Jones/Liz Bebbington - GMB | Revisions to the Existing Flexitime Scheme.           | 2         |
| 6                  | Steve Paines - UNITE            | Revisions to the existing Corporate Flexitime Scheme. | 3         |
| 7                  |                                 | School Support Staff Negotiating Body.                |           |

The public forum items would be heard prior to the item to which they referred.

**HR**  
**11.7/09 REVISIONS TO THE EXISTING CORPORATE FLEXTIME SCHEME**

The Committee considered a report of the Service Director (Designate): Strategic HR and Workforce Strategy (agenda item no. 6) recommending the approval of the revised Flexitime Scheme as set out in Appendix B to the report with an implementation date of 1<sup>st</sup> November 2009.

The Committee received the public forum statements presented for this item. The following comments were given in response to the statements by the Service Director (Designate) Strategic HR and Workforce Strategy:

- Consultations on harmonising the two different flexitime

schemes in operation at the present time had resulted in substantial differences. Officers proposed that should the Committee agree the recommendations in the report, with the exception of whether 1 or 2 days flexi-leave should be permitted to be taken in any 4 week period, further consultations would be undertaken with regard to this issue and a further report with a business case would be brought to the meeting of the Human Resource Committee to be held on 3 September 2009.

The Employee Relations Manager presented the report. The following points were clarified:

- The following changes were proposed to harmonise the schemes in operation at the present time within the various departments of the Council:
  1. The Core hours would be harmonised to 10.00 - 15.00 hours. The later start time proposed recognised the difficulties some employees had in meeting a start time of 9.30.
  2. The extension of the bandwidth hours covered the 'gap' in hours which also fell outside WAP.
  3. Flexi-leave would be harmonised on the basis of 1 day per 4-week period.
  4. The 'carry over hours' would remain as 15 hours and the debit hours would be increased to 15 hours.
  5. Line Managers would be able to authorise, on a one off basis, the accrual of hours in excess of 15 hours to be carried forward for a further period of 12 weeks. There was also recognition that Managers had discretion to pay additional hours in line with the Working Arrangements Policy.
  6. Flexitime provisions would be applied to part -time employees on a pro-rata basis, Council wide.
  7. Both 'flexi time' and 'time off in lieu' would be included in the revised arrangements for credit and debit hours.
  8. Where an employee elected to work flexible arrangements under the Worklife Balance Policy, the agreed arrangements would supersede the provisions contained within the flexi-time policy.
  9. A new paragraph would be added to confirm that employees who required (on an on-going basis) more than one flexi day in the 4-week accounting period should make an application under the

### Worklife Balance Policy.

- The Service Director stated that the HR Strategy Group, comprising Senior Managers (mostly 2<sup>nd</sup> tier), considered the implications of the current flexitime arrangements on the efficiency of the Council and were determined to end the disparity of the system by addressing the harmonisation of the schemes. In the present economic climate they considered it was appropriate not to harmonise upwards to 2 flexidays per 4 week period. However in the view of the short period of time there had been for consultations it was fair that this element should be further considered.

The following points were raised by Members of the Committee:

- It was noted that there were more departments operating the 2 days per 4 week period system than those operating 1 day per 4 week period.
- It was right to defer determination of that one point for a business case to be prepared.
- It was noted that it was the Line Manager's responsibility to ensure the flexi scheme was operated properly. There was no intention that managers would have discretion to modify the scheme. Clarification of who had discretion was required. The Service Director, Strategic HR advised that it was not intended to give service managers the discretion to change core hours, bandwidth hours or entitlement to extra flexi leave days.
- Changing the scheme to which the majority of staff worked would be counter productive at this time when the Council was trying to move to having a more flexible workforce. The flexitime scheme enabled flexible working without the need for changing terms and conditions. Changing a system that had worked well in the past did not bode well for employee relations.
- The new paragraph proposed (3.6 in the report) should be reworded to include the fact this was 'on going'.
- Managers considered that the granting of an additional 24 days leave per year was difficult to support.
- Concern was expressed that employees would be asked to work additional hours which they would lose if they were unable to take the time off.

**RESOLVED - (1) that the revisions to the**

**Council's current Flexitime Scheme attached to the report and detailed above, with the amendments listed below, be adopted with effect from 1<sup>st</sup> November 2009, with the exception of paragraph 3.5 (iii) (point 3 above), the harmonisation of flexi-leave to 1 day per 4 week period; and the need to clarify those parts of the scheme which were not discretionary.**

- (2) Paragraph 3.5 (iv) to read 'The 'carry over hours' will be a maximum of 15 credit hours and 15 debit hours'.**
- (3) Paragraph 3.6 to be amended to include the word - ongoing**
- (4) A further report together with a business case to be brought to the 3<sup>rd</sup> September 2009 meeting of the Human Resources Committee for a decision on whether 1 or 2 days flexi-leave would be permitted in any 4 week period.**

**HR  
12.7/09**

**SCHOOLS SUPPORT STAFF NEGOTIATING BODY  
(SSSNB)**

The Committee considered a report of the Service Director (Designate): Strategic HR and Workforce Strategy (agenda item no. 7) noting the proposed creation of a new national negotiating body for support staff in schools and requesting agreement to receive a further report once the proposals had been given statutory approval.

The Committee received the public forum statements presented for this item.

The Human Resources Manager presented the report:

- The report brought members of the Committee up to date with national proposals for a new national negotiating body for support staff in schools which would affect a large number of council staff.
- Unions were urged to negotiate nationally over protection issues for staff as these would no longer be a local issue. The Human Resources Manager would discuss local implications with the unions outside of the meeting.
- The new negotiating body would draw up terms and conditions similar to those in force for teaching staff.
- Any additional resources would be funded via the Dedicated Schools Budget which was managed by the Schools' Forum. The Forum was aware of the situation and had set aside resources to offset any cost implications in the future.
- The new terms and conditions were due to take effect from 2010 but given the current schools' 3 year funding round was not due to end until 2011, it was likely that implementation would be delayed until 2011.
- There were major concerns regarding support staff pension arrangements. The new terms and conditions appeared to be very prescriptive and there would no doubt be challenges ahead.

**RESOLVED - (1) that the proposed creation of a new negotiating body for support staff in school be noted: and**

**(2) that the Human Resources Committee receive a further report once the proposals had been given statutory approval**



## INFORMATION ITEM

HR

### 13.7/09 SCHOOL CARETAKERS: TIED ACCOMMODATION

The Committee considered an information report of the Service Director (Designate): Strategic HR and Workforce Strategy (agenda item no. 8) on school caretakers tied accommodation.

The Committee received the public forum statement presented for this item.

- Only 2 Voluntary Aided Schools (SS Peter and Paul and St Pius) had not adopted that Council's policy for caretakers in tied accommodation to date.
- The Human Resources Manager would contact the two schools again.

HR

### 14.7.09 PENSION ARRANGEMENTS AND TUPE

The Committee received a late, exempt briefing paper detailing concerns that had been raised with regard to pension arrangements for TUPE staff. It was anticipated that all the issues that had caused the concerns would be resolved prior to the deadline that had been given.

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

(The meeting ended at 3.10pm)

CHAIR