

BRISTOL CITY COUNCIL

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 3rd SEPTEMBER 2009 AT 2.00 p.m.**

P Councillor Bees
P Councillor Comer (Chair)
P Councillor Eddy
P Councillor Popham
P Councillor Negus

**HR
15.9/09 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

No apologies were received.

**HR
16.9/09 ANNUAL BUSINESS - TERMS OF REFERENCE**

RESOLVED - that the terms of reference of the Human Resources Committee for the 2009/10 municipal year, as agreed by City Council at its meeting on 16th June 2009, be noted.

**HR
17.9/09 DECLARATIONS OF INTEREST**

The following declarations of interests were made:

The Chair declared that he was a member of the national executive of the Public and Commercial Services Union.

RESOLVED: that the above declaration of interest be noted.

**HR
18.9/09**

**MINUTES - HUMAN RESOURCES COMMITTEE - 9TH
JULY 2009**

RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 9th July 2009 be confirmed as a correct record and signed by the Chair.

Matters arising:

1. School caretakers: tied accommodation (min. no. HR 13.7/09)

Following discussion, it was agreed that an information report should be prepared for the committee, on the outcome of the further discussions to be pursued by officers with the 2 voluntary aided schools (SS Peter and Paul, and St Pius) which have not yet adopted the Council's policy for caretakers in tied accommodation.

2. Revisions to the existing, corporate flexitime scheme (min. no. HR 11.7/09)

Following discussion (and on noting that it had not been possible, in light of the summer holiday period, to conclude consultation within a timescale which would have enabled a report to be submitted to this meeting of the committee), it was agreed that a further report must be submitted before the end of 2009 at the very latest, to enable the committee to agree revisions to the existing, corporate flexitime scheme.

It was noted that the report (which would set out the options, and include a full equalities impact assessment) was now scheduled for submission to the next meeting of the committee (8 October 2009). In view of the delay in submitting the report, members agreed that the implementation date (referred to in resolution (1) of minute no. HR 11.7/09) should be amended from 1st November 2009 to 1st January 2010.

**HR
19.9/09**

PUBLIC FORUM

The following items of public forum business were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No.
6	Martin Jones UNISON	CRB Review/ Updated Disclosure Policy	1
7		The Equalities Bill - HR Implications	
n/a	Ian Scott	Revised PMDS forms	2

It was noted that the public forum items relating to agenda items 6 and 7 would be received immediately prior to the item to which they referred.

Revised PMDS form

In relation to the item of public forum business regarding PMDS forms, the following was noted:

1. Management apologised for the removal of the tick box from the revised PMDS form, which employees could use to consent to the sharing of employee learning and development information with trade union representatives. Given that most of the current year's PMDS interviews had now been concluded, it was noted that it was not practical to amend this year's PMDS form at this stage.
2. It was also noted, however, that the Service Director - Strategic HR and Workforce Strategy would be pursuing discussions around introducing a more effective mechanism / protocol for enabling the sharing of employee learning and developing information with trade union representatives. It was noted that an appropriate article would also be included in the next employee newsletter.
3. The Chair suggested, and it was agreed, that whilst no further action was necessary at this stage, a report should be prepared for the committee only if a satisfactory way forward could not be found.

Employee survey form - removal of question regarding harassment and bullying

In relation to this part of Ian Scott's public forum representation, it was noted that the employee survey had been revised this year, following work undertaken by the Strategic Director - Transformation. Members expressed some concern that the trend regarding this particular issue was therefore not being tracked as part of the survey.

Protocol relating to stage 3 grievance hearings

It was noted that the GMB had submitted an item of public forum business relating to this issue, after the deadline for public forum business for this meeting had expired. The Chair suggested, and the committee agreed that it would not be appropriate for this item to be received at this meeting. However, copies of the correspondence between officers and the GMB on this issue should be sent to committee members, in order that an assessment could be made by members (via discussion at the next agenda conference) as to whether a report should be prepared for the next meeting of the committee.

HR

20.9/09

CRB REVIEW/UPDATED DISCLOSURE POLICY

The Committee considered a report of the Service Director : Strategic HR and Workforce Strategy (agenda item no. 6) requesting agreement to increase rigour of the CRB Disclosure Process to ensure compliance with best practice.

The following main points were discussed / raised:

1. In relation to the proposals, members also noted that it would be a mandatory requirement that (in relation to schools) at least one member of recruitment panels must be appropriately trained in terms of safer recruitment practice.
2. The Committee received the public forum statement presented for this item from Martin Jones, UNISON. In response to the statement, officers advised members of the following information:
 - a. It was for the Council to determine which posts should be subject to CRB clearance. Once the process was completed, a list of those posts which are subject to CRB clearance would be available (this was likely to be available in early 2010).
 - b. SLT had carefully considered and determined which tier 1 and 2 officers should be subject to CRB clearance.
 - c. Appropriate action was already being taken regarding the issue of private contractors working in schools during term time.

3. Following discussion, it was noted that wherever appropriate, the Council would meet the costs of carrying out CRB checks for relevant categories of existing staff (e.g. in relation to relevant grounds maintenance staff, care staff, cleaning staff).

Subject to noting the above, it was

- RESOLVED -**
- (1) that the CRB proposals set out in paragraphs 4.1 to 4.5 of the report be endorsed.**
 - (2) that the decision set out in paragraph 1.3 of the report regarding CRB clearance for SLT be adopted.**
 - (3) that the funding of ISA registration fees be agreed (paragraph 4.4).**
 - (4) that the response from CYPS/ HR in relation to safer recruitment training for all schools be noted.**

HR

21.9/09

THE EQUALITY BILL - HR IMPLICATIONS

The Committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 7) setting out the implications for Bristol City Council, and the HR policies and procedures which will need to be audited to ensure compliance.

The Committee received the public forum statement presented for this item by Martin Jones, UNISON. In responding to the statement, officers stressed that all the Council's senior managers were aware of their responsibilities regarding equalities impact assessments. It was also noted that as specific HR policy changes were brought forward for approval by the committee as a result of the enactment of the Equality Bill, they would be

accompanied by full equality impact assessments.

- RESOLVED - (1) that the report and the implications for HR within Bristol City Council be noted: and**
- (2) that a further report be submitted to the Human Resources Committee regarding the required HR recruitment policy changes once the Bill has been enacted.**

HR

23.9/09

**HOUSING CARETAKING REVIEW: TIED
ACCOMMODATION**

The Committee considered an information report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 8) on the Housing Caretaking Review - Tied Accommodation.

RESOLVED - that the report be noted.

(The meeting ended at 3.30 pm)

CHAIR