

AGENDA ITEM NO 3

BRISTOL CITY COUNCIL

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 8 OCTOBER 2009 AT 2.00 p.m.**

P Councillor Bees
A Councillor Comer
P Councillor Eddy
P Councillor Popham (in the Chair)
P Councillor Negus
P Councillor Wright (substitute for Councillor
Comer)

**HR
24.10/09 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Comer.
It was noted that Councillor Wright was substituting for
Councillor Comer.

**HR
25.10/09 DECLARATIONS OF INTEREST**

None.

**HR
26.10/09 MINUTES - HUMAN RESOURCES COMMITTEE - 3
SEPTEMBER 2009**

**RESOLVED - that the minutes of the meeting of
the Human Resources Committee
held on 3 September 2009 be
confirmed as a correct record and
signed by the Chair.**

Matters arising:

- 1. Employee survey form - removal of question
regarding harassment and bullying (minute no. HR
19.9/09):** It was noted that officers had met separately
with Ian Scott to resolve this issue. In discussion,
Councillor Bees stressed the importance of maintaining

consistency in the questions used in order that trends could be monitored.

- 2. Protocol relating to stage 3 grievance hearings (minute no. HR 19.9/09):** Members discussed this matter further, and noted that the GMB had submitted a further public forum statement to this meeting on this issue. Following discussion, it was noted that officers would liaise with the GMB to clarify the position regarding the individual case referred to in the public forum statement. It was also agreed that officers should submit a report to the committee, as soon as possible, reviewing the position in terms of the administration of all current grievance cases and disciplinary appeals, particularly in relation to whether target timescales were being met. The report should be submitted to the committee as a public report (i.e. individuals or individual case details should not be referred to).

- 3. Revisions to the existing, corporate flexitime scheme (minute no. HR 18.9/09):** Members discussed this matter further, and noted that the GMB had submitted a further public forum statement to this meeting on this issue. It was noted that it had not been possible to submit an options report to this meeting as further consultation was taking place with the trade unions. A Snap survey seeking employee and manager views on the proposed changes was also being carried out. It was noted that a report would be submitted to the committee as soon as possible - given the further delay, members agreed that the implementation date for any changes should now be amended to 1 April 2010.

**HR
27.10/09 PUBLIC FORUM**

The following items of public forum business were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No.
5	UNISON	Smart working HR policy	1

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No.
5	UNITE	Smart working HR policy	2
6		Market supplements	
7		Creation of post of Service Director - Neighbourhoods - personnel implications	
8		Review of 1 st - 3 rd tier management restructure	
N/A	GMB	Protocol relating to stage 3 grievance hearings	3
N/A		Monitoring of external contracts	
N/A		Revisions to existing, corporate flexitime scheme	
5		Smart working HR policy	
6		Market supplements	
7		Creation of post of Service Director - Neighbourhoods - personnel implications	
8		Review of 1 st - 3 rd tier management restructure	
9		School caretakers: tied accommodation	

It was noted that the public forum statements referring to agenda items would be received immediately prior to the item to which they referred.

Monitoring of external contracts: The public forum statement from the GMB was noted. Following discussion, it was noted that officers would liaise with the GMB in relation to the case referred to in the statement. The Chair suggested, and it was agreed, that, if, following this, the GMB remained dissatisfied with the response, they should write

separately to the 3 party group lead members for human resource issues.

The Chair suggested that officers should review and assess whether it would be appropriate for a monitoring report to be prepared, covering all outsourced contracts, as suggested in the GMB statement.

HR

28.10/09 SMART WORKING POLICY

The Committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 5) requesting agreement that the Smart Working Human Resources Policy be adopted with effect from 1 January 2010.

The following main points were discussed / raised:

1. The Committee received public forum statements from UNISON, UNITE and the GMB.
2. It was noted that a web based tool kit had been developed to assist managers / employees in implementing the policy. A workshop for key staff had also been arranged for 16 October.
3. In response to a specific issue raised by the GMB in their statement, it was noted that the equalities impact assessment would be updated to remove any perception that Smart working may not be appropriate for older people.

Following further discussion, it was

RESOLVED -

That the Smart Working Human Resources Policy be adopted with effect from 1 January 2010.

HR

29.10/09 MARKET SUPPLEMENTS

The Committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 6) approving an amendment to the pay policy.

The following main points were discussed / raised:

1. The Committee received public forum statements from UNITE and the GMB.
2. In discussion, members indicated their general support for the proposed amendment to the pay policy, but stressed that implementation would need to be carefully monitored on a case-by-case basis.

RESOLVED -

- (1) That the report be noted.**
- (2) That the amendment to the pay policy, as set out in paragraph 4.2 of the report, be approved.**

HR

30.10/09

**CREATION OF POST OF SERVICE DIRECTOR,
NEIGHBOURHOODS: PERSONNEL IMPLICATIONS**

The Committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 7) requesting approval of the creation, grading and other personnel implications of a new second tier post of Service Director - Neighbourhoods in the Neighbourhoods Directorate, with immediate effect, following the Cabinet approval of proposals regarding "Devolution to Neighbourhoods" at its meeting held on 1 October 2009.

The following main points were discussed / raised:

1. The Committee received public forum statements from UNITE and the GMB.
2. Councillor Eddy stated that he could not support the proposals regarding this second tier post. In particular, he did not feel that the number of staff / direct report lines to this post justified it being established at tier 2 level, particularly given the context whereby (via the transformation agenda) the Council had implemented reductions in the number of 1st and 2nd tier officers, and generally widened managerial spans of control.

3. Councillor Bees also stated that he could not support the proposal to create this new second tier post. In his view, the job description details did not merit a post being established at tier 2 level. If the committee decided to approve the proposal, officers must ensure that (under the relevant procedure) the skill set of any displaced tier 2 officer(s) (arising from restructuring) must be matched and assessed in terms of their potential suitability for this post, before the post was externally advertised (in response to this latter point, officers confirmed that all appropriate procedures would be applied in this respect. The appropriateness of an internal secondment would also be considered and assessed before the post was externally advertised).
4. In response to the above points, the Strategic Director - Neighbourhoods explained why he was fully supportive of, and the rationale for the proposals. It was essential, in his view, to establish a post at this level to ensure that clear leadership was given to progressing the urgent and key work required in terms of the devolution to neighbourhoods agenda. It was important to note that the grading of the post had been externally evaluated at its proposed level.
5. Councillor Negus and Councillor Wright both indicated their support for the proposed post, and the proposed grading, which they considered to be fundamental to leading and driving forward the changes required to deliver the neighbourhoods agenda.

Following further discussion, it was:

RESOLVED (3 members (the Chair, Councillor Negus, and Wright) voting in favour, and 2 members (Councillor Bees and Councillor Eddy) voting against) -

That approval be given, as per the proposals set out in the report, to the creation, grading and other personnel implications of a new second tier post of Service Director - Neighbourhoods in the Neighbourhoods Directorate, with immediate effect.

(Councillor Eddy left the meeting at this point.)

HR
31.10/09 REVIEW OF 1st - 3rd TIER MANAGEMENT RESTRUCTURE

The committee considered an information report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 8) in response to a request for a report regarding the implementation of the management restructuring of the Council.

The committee received public forum statements from UNITE and the GMB.

RESOLVED -

That the report be noted.

HR
32.10/09 CARETAKERS IN TIED ACCOMMODATION

The committee considered an information report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 9) relating to caretakers in tied accommodation.

The committee received a public forum statement from the GMB.

RESOLVED -

That the report be noted.

HR
33.10/09 PAY AWARD 2009

The committee considered an information report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 9).

RESOLVED -

That the report be noted.

**HR
34.10/09 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 item of business on the grounds it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act (as amended).

**HR
35.10/09 EARLY RETIREMENT ON THE GROUNDS OF
REDUNDANCY - CITY DEVELOPMENT DIRECTORATE
(Exempt under paragraph 1 - information relating to an individual).**

The Committee considered an exempt report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 12) seeking approval of early retirement and redundancy costs for an employee in the City Development directorate.

The following main points were raised / discussed:

1. A copy of exempt appendix A was circulated, setting out the estimated benefits payable to the employee, under this proposal.
2. Councillor Bees expressed concern at the late circulation of appendix A to the report.

RESOLVED -

- (1) That approval be given to the early retirement and redundancy costs of the postholder identified in the report, which is anticipated as being no later than 31 December 2009.**
- (2) That additional pension benefits or augmented service should not be granted in this case, as to do so would be contrary to the Council's normal practice regarding enhanced pensions.**

CHAIR