

**BRISTOL CITY COUNCIL**

**MINUTES OF THE MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 19TH NOVEMBER 2009 AT 2.00 P.M.**

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

**HR  
36.11/09 APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND  
INTRODUCTIONS**

There were none.

**HR  
37.11/09 DECLARATIONS OF INTEREST**

There were none.

**HR  
38.11/09 MINUTES – HUMAN RESOURCES COMMITTEE – 8TH  
OCTOBER 2009**

**RESOLVED - that the minutes of the meeting of  
the Human Resources Committee  
held on 8<sup>th</sup> October 2009 be  
confirmed as a correct record and  
signed by the Chair.**

**HR  
39.11/09 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	UNISON	Business Transformation Programme - Use of Contractors ('interim managers')	1
7		Payment of Additional Costs for Lower Paid Employees who are Subject to a Compulsory Change in their work location	
5	UNISON	Implementing of HR Restructuring: Establishment of separate Strategic HR and STS HR Function	2
6	UNITE	Business Transformation Programme - Use of Contractors ('interim managers')	3
7		Payment of Additional Costs for Lower Paid Employees who are Subject to a Compulsory Change in their work location	
N/A	GMB	Monitoring of External Contracts	4
6		Business Transformation Programme - Use of Contractors ('interim managers')	
7		Payment of Additional Costs for Lower Paid Employees who are Subject to a Compulsory Change in their work location	
6	Chair and Joint Secretary of JERB (Joint Employee Relations Board)	Business Transformation Programme - Use of Contractors ('interim managers')	5

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

**Monitoring of External Contracts:** It was agreed that a date would be agreed imminently for a meeting between the GMB and officers in relation to the case referred to at the last meeting.

HR

40.11/09

**IMPLEMENTATION OF HR RESTRUCTURING:  
ESTABLISHMENT OF SEPARATE HR AND STS HR  
FUNCTIONS**

The committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 5) advising of the changes in the way in which HR services will be delivered within the Council with effect from the establishment of the Service Centre ('STS') for HR at Somerfield House, Whitchurch, on 1st December 2009 and the realignment of corporate HR functions into the new Strategic HR and Workforce Strategy service.

The following main points were discussed/raised:

1. The Committee received a public forum statement from UNISON.
2. Officers confirmed that every effort would be made to avoid redundancies. The Council transformation process strived to ensure no service break for the public.
3. Data on the expected effects of the change of operations was not easily available due to the current HR computer system. Improved information collection would start on the 7<sup>th</sup> December and patterns for the first quarter would be available for scrutiny in April 2010.
4. It was confirmed that advisor staff would move to the contact centre and therefore expertise and valued personal contact would be retained.

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

**BUSINESS TRANSFORMATION PROGRAMME - USE OF CONTRACTORS (INTERIM MANAGERS)**

The committee considered a report of Service Director: Strategic HR and Workforce Strategy (agenda item no. 6) noting the information in the report regarding the use of external resources by the Council specifically in relation to the business transformation programme.

1. The Committee received public forum statements from UNISON, UNITE, the GMB and joint secretary/chair of JERB.
2. It was confirmed that the £1.3 million estimated financial expenditure related to the full financial year.
3. Interim managers introduced and transferred skills and knowledge to Council officers which developed the internal capacity.
4. The recruitment panel (chaired by the Chief Executive) recognised the need to reduce the number of agency workers and had a rigorous approach for external contracts.
5. The Committee requested more comprehensive Council-wide data rather than only the Business Transformation process. The data should cover (a) No. of consultants in each department (b) 'project work' that the consultants are undertaking (c) commencement date of appointment of consultants (d) length/anticipated duration of the project (e) cost of consultant. A report would be presented to the Committee in March 2010. A business transformation update would then be expected in October 2010.

**RESOLVED -**

**(1) that the report be noted.**

**(2) that a report be presented to the Committee in March 2010 to cover the whole Council and a Business Transformation Update in October 2010.**

HR

42.11/09

**PAYMENT OF ADDITIONAL TRAVEL COSTS FOR LOWER PAID EMPLOYEES WHO ARE SUBJECT TO A COMPULSORY CHANGE IN THEIR WORK LOCATION**

The committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 7) asking for the approval of travel costs to lower paid employees whose work location is compulsorily changed and in consequence incur additional costs associated with travel to and from the new place of work.

1. The Committee received public forum statements from UNISON, UNITE and the GMB.
2. Officers confirmed that the policy covered bus transport, train and car usage. Officers were in favour of the use of taxi contracts where arrangements were in place and would incorporate that point into paragraph 4.2 of the policy.
3. To extend the policy to apply to those on higher grades or two years rather than 12 months would have policy implications and require an additional report. The impact on departmental budgets could be reviewed in 9 months.

**RESOLVED -**

**(1) that the amendment to the Pay Policy (as set out in appendix A to the report) be adopted with an effective date of 1<sup>st</sup> December 2009, applied retrospectively to the 16 November 2009 for workers at Hollybrook Residential Home and Somerfield from September 2009.**

HR

43.11/09

**JOINT ENVIRONMENT AGREEMENT**

The committee considered a report of the Programme Co-ordinator (agenda item no. 8) setting out the Joint Environment Agreement.

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

**HR**

**44.11/09 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, on the grounds that it involves the likely disclosure of exempt information as defined in (Paragraph 1) Part 1 of Schedule 12A to the Act (as amended).**

**HR**

**45.11/09 SERVICE DIRECTOR - SHARED TRANSACTIONAL SERVICES - MARKET SUPPLEMENT**

(Exempt under paragraph 1)

The committee considered an exempt report of the Strategic Director: Business Transformation (agenda item no. 10) relating to the application of a salary supplement to the post of Service Director: Shared Transactional Services, in order to secure the appointment of the best person for the job.

1. Market Supplements were reviewed annually as part of an employees' contract.
2. The Human Resources Committee would receive the overall picture of market supplements annually.
3. Selection Committees considered market levels and the availability of skills when they were asked to agree to a market supplement.
4. The Committee highlighted the need to consider workforce planning and a corporate training programme for the Council. The new workforce strategy would be presented to the Human Resources Committee in the new year.

**RESOLVED - (1) that the report be received for information and monitoring purposes; and**

**(2) that the market supplement  
be reviewed on an annual  
basis.**

(The meeting ended at 3.45pm)

CHAIR