



**TO: ALL MEMBERS OF THE HUMAN RESOURCES COMMITTEE**

Councillor John Bees (L)  
Councillor Steve Comer (LD)  
Councillor Richard Eddy (C)  
Councillor Mike Popham (LD)  
Councillor Anthony Negus (LD)

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Date 23<sup>rd</sup> December 2009

(L = Labour, LD = Liberal Democrat, C = Conservative)

Dear Member,

**HUMAN RESOURCES COMMITTEE - DISPUTE HEARING**

You are invited to attend the meeting of the Human Resources Committee to be held on **Tuesday 5<sup>th</sup> January 2010 at 1.30 p.m.** in a committee room at the Council House, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf.

Yours sincerely

Sam Mahony  
Democratic Services Officer

## **PUBLIC INFORMATION SHEET**

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

### **AGENDA**

#### **1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

- to receive any apologies and note any substitutions.

#### **2. DECLARATIONS OF INTEREST**

- to receive any declarations of interest from Members.

#### **3. EXCLUSION OF PRESS AND PUBLIC**

**Recommended - 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, on the ground that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act (as amended).**

**BRISTOL CITY COUNCIL IS FULLY COMMITTED TO OPENNESS.**

**THE COUNCIL WILL NOT WITHHOLD INFORMATION UNLESS THERE ARE GOOD REASONS FOR DOING SO.**

**THE FOLLOWING REPORTS ARE NOT AVAILABLE TO MEMBERS OF THE PUBLIC BECAUSE THEY CONTAIN INFORMATION WHICH IS ABOUT INDIVIDUALS, LABOUR RELATIONS OR IS COMMERCIALY OR LEGALLY SENSITIVE. THE PARTICULAR REASONS ARE GIVEN IN EACH CASE.**

#### **4. DISPUTE LODGED BY GMB - HOLLYBROOK STAFF**

***(Exempt - Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, with any labour relations arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority)***

- to consider a dispute lodged by the GMB Union

A copy of the relevant submissions are enclosed -

4A (Trade Union submission - printed on Lilac Paper)

4B (Report of Strategic Director of Resources - printed on Yellow Paper)

**Attention is drawn to the Procedure for Dispute Hearings on page 8**

## Public Information Sheet

# Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.  
**Lifts must not be used under any circumstances.**

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

## Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

### Attendance at Meetings - Local Government (Access to Information Act 1985)

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any "exempt" (private) business is considered. This will normally be shown on the agenda.

### Inspection of Papers - Local Government (Access to Information) Act 1985

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the

Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the council's internet website at: [www.bristol.gov.uk](http://www.bristol.gov.uk)

### **Other formats and languages and assistance for those with hearing impairment**

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the Council House are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

### **Register of Interests**

To ensure an accountable, open and transparent local democracy, a Register of Interests for councillors and co-opted members is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.

# **HUMAN RESOURCES COMMITTEE**

## **Terms of Reference**

### **Overview**

To discharge functions relating to the terms and conditions of staff, including procedures for their dismissal except for matters relating to staff selection, appeals, or complaints or any other matters that fall within the remit of the Appeals Committee or Selection Committee.

### **Functions**

Full Council has delegated the following functions to the Human Resources Committee to the extent specified above:

- Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) (section 112 Local Government Act 1972);
- Functions relating to local government pensions etc. (Regulations under section 7, 12 or 24 of the Superannuation Act 1972).

## **Procedure to be followed at a Dispute Hearing**

1. Chair effects introductions
2. Trade Union representative, or employees' nominated representative, makes submission including remedy
  - 2.1. Questions asked by Management
  - 2.2. Questions asked by Panel
3. Either side may call in relevant people in to clarify their position, these people can be asked questions
4. Manager makes submission
  - 4.1. Questions asked by TU or employees' nominated representative
  - 4.2. Questions asked by panel
7. Summing up
  - 7.1. TU or employees' nominated representative sums up employees' position
  - 7.2. Manager sums up management's position
8. Chair asks both sides to withdraw
9. Panel make decision
10. Both sides informed of outcome