

BRISTOL CITY COUNCIL

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 17TH DECEMBER 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

**46.12/09 APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND
INTRODUCTIONS**

Apologies were heard from Councillor Bees, who was substituted by Councillor Stone. Councillor Eddy entered the meeting at agenda item number 8.

HR

47.12/09 DECLARATIONS OF INTEREST

There were none.

HR

**48.12/09 MINUTES – HUMAN RESOURCES COMMITTEE – 19TH
NOVEMBER 2009**

**RESOLVED - that the minutes of the meeting of
the Human Resources Committee
held on 19th November 2009 be
confirmed as a correct record and
signed by the Chair.**

HR

49.12/09 PUBLIC FORUM

The following items of public forum were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No.
6	UNISON	Annual PMDS Report 2008-09	1
8		Flexi-time Policy	
6	UNITE	Annual PMDS Report 2008-09	2
8		Flexi-time Policy	
5	GMB	Grievances & Appeals	3
		Flexi-time Policy	

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.

HR
50.12/09 GRIEVANCES AND APPEALS

The Committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 5) highlighting the status of all employee appeals lodged with Democratic Services since June 2009 and their current status.

The following main points were discussed/raised:

1. The report referred specifically to all grievance and disciplinary appeals. Any further information could be requested at any time.

RESOLVED -

- (1) that the report be noted; and**
- (2) that the wording of minute 26.10/09 (2) from the October 2009 meeting of this committee (paragraph 3.1 of the report refers) be noted**

HR
51.12/09 ANNUAL PMDS REPORT 2008- 2009

The Committee considered a report of Service Director: Strategic HR and Workforce Strategy (agenda item no. 6) providing a summary of the PMDS scores for the year ending

31 March 2009.

Officers presented the Committee with updated figures for PMDS scores for the year ending 31 March 2009. Within the report, the revised figures were noted as :

Health & Social Care (Older People's Services)	72.36%
Neighbourhoods (Development Unit)	95.83%
Transformation	25%

The percentage achieved for 2008/09 had increased to 92.91%, an improvement on 2007/08.

The following points were made:

1. One explanation for the low figures was that due to a restructure, one employee could have a number of roles within one year.
2. In response to concern, the representative Officer from Health and Social Care directorate confirmed that the PMDS system was well embedded and the figure within the report underestimated the reality of what had taken place.
3. Officers suggested that an electronic system to gather data direct from managers would improve the efficiency of the system.
4. Evaluation of managers' performance should include whether they have carried out PMDS reviews for their staff.
5. Strategic Human Resources would monitor how the performance within a directorate matched the data within PMDS reviews.

The report was noted and the Committee looked forward to the performance levels being maintained for those reported as in the high 90's, and for the data for Health and Social Care and Transformation departments to be brought up to the same standard.

RESOLVED - that the report be noted.

**HR
52.12/09 REVISIONS TO JOINT NATIONAL COUNCIL FOR CHIEF**

EXECUTIVE'S CONDITIONS OF SERVICE

The Committee considered a report of the Service Director: Strategic HR and Workforce Strategy (agenda item no. 7) relating to revisions to the national conditions of services for Chief Executives.

1. It was confirmed that there was a local agreement for senior officers, and a national agreement for the Chief Executive.
2. The Deputy Chief Executive was a designated Chief Officer and therefore included within the local agreement. The Deputy Chief Executive stood in for the Chief Executive if she was not available through sickness, leave or disciplinary procedures.
3. The appraisal for the Chief Executive was carried out by party group leaders.

- RESOLVED -**
- (1) that the national model procedure for discipline, capability and other reasons for dismissal be applied;**
 - (2) that any employee grievance against the Chief Executive must be considered in accordance with the JNC agreement for Local Authority Chief Executives**
 - (3) that the JNC guidance for designated independent persons be noted**
 - (4) that the HR Committee continue to determine the pay of the City Council's Chief Executive when required ; and**
 - (5) that the Head of Legal Services remains the designated Returning Officer**

for the City Council and he continue to receive the appropriate fee. In the absence of the Head of Legal Services (eg sickness etc), the Chief Executive would be Returning Officer for the City Council.

HR

53.12/09 FLEXITIME POLICY

The Committee considered a report of the Director of Strategic HR and Workforce Strategy (agenda item no. 8) noting the results of the recent SNAP survey undertaken council-wide and approving the amendments to the flexi-time scheme.

Members debated the relative impacts of operating a policy of two days, and of 'up to two days'. The following points were made:

- Officers reported that if the flexi time limit was reduced to one day per month, applications for work-life balance arrangements would increase. Also, managers that currently operated a one day of flexi per month policy would find it difficult to maintain service levels if there was an increase to two.
- The policy had been strengthened to make it clearer that it was the responsibility of managers to keep to the policy. Managers must work within the policy in order to keep the service running efficiently.
- It was highlighted that the flexi time scheme benefitted the employer as well as the employee as office cover and 'peaks and troughs' could be accommodated.
- The Strategic Leadership Team supported the proposal for 'up to two days'.
- It was important to not raise expectations for flexi-time and put pressure on service delivery.
- Appeal arrangements were in place if employees believed managers were applying the scheme unfairly.

The Committee agreed that the policy should be 'up to two days' flexi time. They requested a simple post implementation review after 6 months of operation to assess experiences and chart current entitlement and if it had been revised.

- RESOLVED -**
- (i) that the results of the recent SNAP survey undertaken council-wide to ascertain current arrangements within the Council to accrue flexi-leave and take flexi-leave in a four week period be noted; and.**
 - (ii) that the amendments to the flexi-time scheme (attached as Appendix C to the report and including paragraph 4.2 of the report) be approved, when the new scheme is implemented with effect from 1st April 2010**
 - (iii) to hold a simple post implementation review after 6 months of operation to assess experiences and outturn.**

**HR
54.12/09 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
55.12/09 EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY - CHILDREN AND YOUNG PEOPLE'S**

SERVICES DIRECTORATE

(Exempt under paragraph 1)

The Committee considered an exempt report of the Strategic Directors: Resources and Business Transformation (agenda item no. 10) seeking the committee's approval for the dismissal of 2nd tier officers on the grounds of redundancy of service and the early release of individual pensions, as appropriate.

The date within the report was amended to the 30th April 2010.

- RESOLVED -**
- (1) that the early retirement and redundancy costs of the Programme Director - Integrated Youth Officer be approved to take effect not later than 30th April 2010, approved on condition that the employee does not secure a full time post within GOSW**
 - (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.**

(The meeting ended at 3.15pm)

CHAIR