

BRISTOL CITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 3RD JUNE 2010 AT 2.00 P.M.**

P Councillor Beynon
P Councillor Comer
P Councillor Gollop
A Councillor Hance
P Councillor Leaman (Substitute for Hance)
P Councillor Wright

**HR
1.6/10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

An Apology was received from Councillor Hance. Councillor Leaman substituted.

**HR
2.6/10 ELECTION OF CHAIR 2010/11**

**RESOLVED - that Councillor Comer be elected
Chair of the Human Resources
Committee for the 2010/11
municipal year.**

**HR
3.6/10 ELECTION OF VICE-CHAIR**

**RESOLVED - that Councillor Wright be elected
Vice-Chair of the Human
Resources Committee for the
2010/11 municipal year.**

**HR
4.6/10 MEMBERSHIP OF COMMITTEE**

**RESOLVED - (1)that membership of the Human
Resources Committee for the
2010/11 municipal year be as
follows:-**

**Councillor Beynon
Councillor Comer
Councillor Gollop
Councillor Hance
Councillor Wright**

(2) that a letter be sent by the Chair of the Committee to Councillor John Bees thanking him for his many years of valuable service on this Committee

**HR
5.6/10 TERMS OF REFERENCE**

RESOLVED - that the terms of reference of the Human Resources Committee for the 2010/11 municipal year, as agreed by City Council at its meeting on 18th May 2010, be noted

**HR
6.6/10 DATES AND TIMES OF MEETINGS 2010/11**

RESOLVED - that the Human Resources Committee meet on the following dates at 2.00 p.m. in the 2010/11 municipal year:-

**Thursday 8th July 2010
Thursday 2nd September 2010
Thursday 7th October 2010
Thursday 18th November 2010
Thursday 16th December 2010
Thursday 20th January 2011
Thursday 24th February 2011
Thursday 24th March 2011**

**HR
7.6/10 DECLARATIONS OF INTEREST**

The following declarations of interests were made for 2010/11 Municipal Year:

Councillor Comer – Member of the Public and Commercial

Services Union

Councillor Beynon – Member of UNITE, wife works for Bristol City Council

RESOLVED: that the declarations for 2010/11 be noted.

HR

8.6/10

MINUTES - HUMAN RESOURCES COMMITTEE - 25th MARCH 2010

RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 25th March 2010 be confirmed as a correct record and signed by the Chair.

HR

9.6/10

PUBLIC FORUM

The following items of public forum were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No
6	UNISON	Apprentices	1
7		External Resourcing: Use of consultants and interim managers	
8		Annual Employment Statistics	
9		Response to Trade Union Side 2010 Pay and Conditions Claim	
6	Ian Scott	Apprentices	2
6	UNITE	Apprentices	3
6	GMB	Apprentices	4
7		External Resourcing: Use of consultants and interim managers	
8		Annual Employment Statistics	

The public forum items would be heard prior to the item to which they referred.

HR

10.6/10

IMPLICATIONS OF AWARDING THE NATIONAL MINIMUM WAGE TO APPRENTICES AGED UNDER 19 YEARS

The Committee considered a report of the Strategic Director Resources (agenda item no. 6) recommending the retention of the current package for apprentices aged under 19 years.

Within the Public Forum statements, representatives of Unison and GMB, rejected the report and urged Committee Members to ensure that apprentices should receive the minimum wage.

The HR Business Partner made the following points:

- The Apprenticeship scheme had originally been brought in as a response to the recession and had been highly successful with 60 apprentices in place and hoping to recruit a further thirty during the summer.
- It was highlighted that the scheme was so successful as the posts were in addition to the establishment of permanent posts and the £95 per week training allowance was affordable to managers.
- Other Employers, such as the NHS, who did pay more, had much smaller schemes for example they only had six apprentices over a 12-month period, and their opportunities were not open to those under 19 years. Other public sector employers had indicated that they may abolish their scheme as they couldn't continue to afford to pay the higher wage.
- Both private and the third sectors as well as the colleges all pay £95 per week.
- Bristol City Council's scheme covered a period of 22 months for all ages from 16 - 24.
- It was suggested that the success of the scheme could only be maintained at the current rates and that it would have a negative impact on those targeted to help maximise the opportunities of young people who may not have achieved at school.
- Apprentices were not part of the established staff but were beyond and above these.
- Where there were issues raised by the young people concerning travel expenses, these had been dealt with

sympathetically and where they had personal issues advice had been given from the appropriate service.

- The scheme was successful in attracting a high proportion of BME staff through targeted advertising and hoped to continue to address the disparity of BME representation.
- Whilst one option would be to increase the salary to minimum wage levels, the reality was that it would not be possible to fund. The only way this might change in the future is if Government legislation intervened to make it a requirement and to fund it accordingly.
- The scheme should not be seen in isolation. It was a way of giving a young person a first step on the ladder into employment and to gain employability skills along with NVQ qualifications.
- Examples where apprentices had been used to cover for other staff who were on leave (substitution) had been noted and would be looked into as it was not in accordance with the apprenticeship scheme.

Councillors made the following comments:

- Similar arguments to those being used to oppose an increase were also used in the introduction of the National Minimum Wage. It was important that Bristol City Council should make clear that it was unacceptable not to pay the minimum wage.
- One key issue which needed to be considered in connection with this issue was the age profile of Bristol City Council and addressing the problem of an ageing workforce
- 'Substitution' should not become standard practice as it might discourage young people from becoming apprentices
- Bristol City Council's practices were in accordance with the recommendations of the Low Pay Commission and with practices in other employment areas (ie media – where interns were used). The situation could always be revisited if Government legislation was introduced in this area or changing local factors required it. It was important that apprenticeship numbers should not be allowed to drop and then possibly not recover

It was noted that appropriate Human Resources officers would continue to urge any apprentice to seek appropriate support where they felt they required it.

RESOLVED - (1) that all apprentices should not receive the minimum wage and that the status quo should remain

(2) that the Committee requests Party Leaders to consider appointing Member Apprentice Champions through the party groups

(3) that the Young People Forum is urged to operate as a self-organised group through the Equalities Forum

INFORMATION ITEMS

HR

11.6/10 EXTERNAL RESOURCING - USE OF CONSULTANTS AND INTERIM MANAGERS: FURTHER REPORT

The Committee considered a joint information report of the Strategic Directors: Resources and Business Transformation (agenda item no. 7) noting the information regarding the use of external resources.

The Committee received the public forum statements presented for this item.

Representatives of GMB and UNISON expressed concern that there continued to be too much use of consultants within the organisation.

The Strategic Director of Transformation explained the clear distinction between the Interim Manager and the Consultant. Where a requirement for a specific piece of work was apparent, a process was followed to ensure this was matched to any skills that existed within the organisation through the Vacancy Management process.

It was also noted that, whilst the Appendix outlining expenditure on managers and Consultants during 2009/10 was spilt into Departments, it did not provide further detail on

the specific subject areas for which expenditure was required. Further information was required for future reports.

RESOLVED - (1) that the Strategic Director of Transformation submits future reports regarding “consultant and interim managers” on a six monthly basis in October and June.

(2) that the report be noted.

HR

12.6/10

ANNUAL EMPLOYMENT STATISTICS

The Committee considered a joint information report of the Strategic Directors: Resources and Business Transformation (agenda item no. 8) noting the Council's employment statistics as at 31st March 2010.

The Committee received the public forum statements presented for this item.

It was noted that this information needed to be maintained in a format which would enable it to continue to be obtained whenever a reorganisation occurred.

RESOLVED: (1) that the report provide further detail regarding salary budgets and the staffing levels for each directorate.

(2) that future employment statistics reports be submitted to the HR Committee on an annual basis for the preceding civic year.

(2) that the report be noted.

HR

13.6/10

RESPONSE TO TRADE UNION SIDE 2010 PAY AND CONDITIONS CLAIM

The Committee received a copy of a letter from the LGE to

the UCATT General Secretary (agenda item no. 9) relating to the JNC Trade Union Side 2010 Pay & Conditions Claim.

A Public Forum statement was received by UNISON.

RESOLVED - that the information provided by the Local Government Employers (LGE) be noted.

(The meeting ended at 3.40pm)

CHAIR