

BRISTOL CITY COUNCIL

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 8TH JULY 2010 AT 2.00 P.M.**

P Councillor Beynon
P Councillor Comer
A Councillor Gollop
P Councillor Hance
P Councillor Wright

**HR
13.7/10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

An apology was received from Councillor Gollop

**HR
14.7/10 DECLARATIONS OF INTEREST**

Councillor Hance declared that she was a member of UNITE union.

**HR
15.7/10 MINUTES - HUMAN RESOURCES COMMITTEE - 3RD
JUNE 2010**

**RESOLVED - that the minutes of the meeting of
the Human Resources Committee
held on 3rd June 2010 be confirmed
as a correct record and signed by
the Chair.**

**HR
16.7/10 PUBLIC FORUM**

The following items of public forum were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No
5 7 8 9	UNISON	Sickness Absence Equal Pay Audit Agency Review SSSNB	1
5 6 7 8 9	UNITE	Sickness Absence Youth & Community Workers Equal Pay Audit Agency Review SSSNB	2
n/a	Ian Scott	Apprentices	3
n/a	Ian Scott	Advertising of Partnership Posts in Bristol	4
n/a 5 6 7 8	GMB	Apprentices Sickness Absence Youth & Community Workers Equal Pay Audit Agency Review	5

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

Two submissions referred to items not on the agenda.

In response to the statements regarding apprentices it was confirmed that

- Any examples of inappropriate use of apprentices should be provided to HR officers.
- Details of apprentices should also be provided to TU representatives, as was the procedure for new employees to the Council.
- Wages for apprentices were set by age rather than the type of job carried out. The old craft apprentices scheme was external and operated differently, which included the pay structure.
- The apprentice scheme was a training opportunity, not to be used to cover vacancies. If vacancies needed to be covered then managers should go to the redeployment pool.

Trade Union representatives were reminded that any examples of individual concerns or allegations should not be presented to the Human Resources Committee in the first instance. Such information should be presented to officers,

and the Directorate Joint Consultative Committees.

In response to statement 4, it was agreed that matters of recruitment for the Bristol Partnership would be for the Bristol Partnership to decide. Website recruitment in general was an effective source of recruitment.

HR

17.7/10

OPTIONS FOR PROVISIONS OF SICKNESS ABSENCE LINE

The Committee considered a report of the Strategic Director Resources (agenda item no. 5) requesting consideration of the SASL Working Party report.

In response to the report the following points were made:

- It was difficult to quantify savings as it was not known if posts were be backfilled at additional cost. Savings were calculated for full time employees whereas there were part time employees counted. Savings also did not take into account HR support etc.
- Sickness had plateaued in local government in general as well as in Bristol City Council. During the period when the phone line was in operation, sickness rates were reduced by between 21-23%. Since it ceased sickness rates remained at the same reduced level.
- It would continue to be emphasised that the management of sickness absence was within the role of the line manager, monitored through their PMDS review.
- Training for managers had become more bespoke and had been well received. Emphasis was placed on helping people within work . If training and awareness did not take place then it would likely increase.
- Programmes had been targeted at areas where sickness absence was a problem.
- The procurement process to appoint another external provider would take around one year.

The Committee asked to continue to receive annual information regarding sickness absence, with the next report proposed for January 2011.

RESOLVED - (1) that the report of the SASL Working Party (Appendix A to the report) be noted;

- (2) that the SLT decision not to implement a sickness absence line (at the present time) be endorsed;**
- (3) that the management training being provided in areas of high sickness absence in H&SC and CYPS be noted;**
- (4) that it be noted that managers receive regular information from the STS regarding sickness absence levels in service areas where sickness exceeds the Council's required performance standard; and**
- (5) that members receive a report on sickness absence activity across all directorates in January 2011.**

HR

18.7/10

YOUTH AND COMMUNITY WORKERS - 2009 PAY AWARD

The committee considered a report of the Strategic Director, Resources (agenda item no. 6) which noted the adoption of the national pay award for Youth and Community Workers.

- RESOLVED -**
- (1) that the adoption of the national pay award for Youth and Community Workers, which provides a 1% increase on all salary points and allowances with effect from 1st September 2009 be noted; and**
 - (2) that the committee reject the adoption of the additional discretionary points at the top of the Professional Range (31 and 32) which it is now possible for the authority to award.**

INFORMATION ITEMS

HR

19.7/10 EQUAL PAY AUDIT

The Committee considered an information report of the Strategic Director: Resources (agenda item no. 7) which noted the results of the Council's second Equal Pay Audit, conducted during 2007-08.

During the discussion the following points were raised:

- The issue related back to the Working Arrangement Policy agreed in 2004.
- Occupational segregation was a complex issue and a long term piece of work which would be discussed further at an officer level with Trade Unions.
- An Equality Impact Assessment was included within the original report for the Equal Pay Audit.
- Statistics surrounding equality strands were dependant on employees declarations.
- 'Factorised Payment' referred to the leave entitlement of those working to the school year.

Thanks was extended to Andrew Stephens, HR Manager, for all his work and involvement in the Working Arrangements Policy.

RESOLVED - that the contents of the report be endorsed.

HR

20.7/10 AGENCY REVIEW

The Committee considered a joint information report of the Strategic Director: Resources and Chief Executive (agenda item no. 8) which highlighted progress in relation to the Council's review of its agency workers (internal and external)

During the discussion the following points were made:

- The Council strived wherever possible to use the redeployment pool instead of agency workers.
- It was not possible to consult with trade unions on individual instances of employment of agency workers. Often there was little notice and the use was short term.

- There were concerns than agency workers were often called upon but would not carry out the same role as a permanent employee although they were paid a similar amount. That could be due to the minimum number of staff required on site.
- No agency staff should be employed after October 2011.
- The number of internal agency appointments had decreased quicker those from external agencies. That was due to officers dealing with adhoc appointments first. Officers were now looking at the three big groups of CYPS, HSC and the Customer Service Centre.

RESOLVED: that the report be noted

HR

21.7/10

JOINT CIRCULAR MAY 2010

The Committee received a copy of a letter from the LGE to Council Lead Members (agenda item no. 9) relating to the update on School Support Staff Negotiating Body (SSSNB).

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

HR

22.7/10

DATE OF NEXT MEETING

RESOLVED - that the next meeting of the Human Resources Committee be held on Thursday 2nd September 2010 at 2.00 pm.

(The meeting ended at 3.30pm)

CHAIR