

BRISTOL CITY COUNCIL

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 18TH NOVEMBER 2010 AT 2.00 P.M.**

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

HR

41.11/10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Councillor Wright, Councillor Morgan substituted.

HR

42.11/10 DECLARATIONS OF INTEREST

Councillor Morgan declared that she was a member of UNITE/UCU.

HR

**43.11/10 MINUTES - HUMAN RESOURCES COMMITTEE - 24th
SEPTEMBER 2010**

Officers clarified that that the Resources Directorate was now known as 'Corporate Services' led by the Strategic Director of Corporate Services.

In response to an item of public forum, it was agreed that on page 17, 4th bullet point, the words "in the top 10%" would be deleted, as the number of teachers affected was more than 10% of the staff within schools.

RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 24th September 2010 be confirmed as a correct record and signed by the Chair.

**HR
44.11/10 PUBLIC FORUM**

The following items of public forum were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No
5	UNISON	PMDS Coordinating/Monitoring	1
6		NJC Car Mileage Allowances - VAT increase	
7		School Support Staff Negotiating Body	
5	UNITE	PMDS Coordinating/Monitoring	
6		NJC Car Mileage Allowances - VAT increase	
7		School Support Staff Negotiating Body	
N/A	GMB	Minutes of the Previous Meeting	
5		PMDS Coordinating/Monitoring	
6		NJC Car Mileage Allowances - VAT increase	
7		School Support Staff Negotiating Body	

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

**HR
45.11/10 PMDS CO-ORDINATING/MONITORING**

The Committee considered a report of the Strategic Director: Corporate Services (agenda item no. 5) requesting consideration and observations on the PMDS scheme and scores, summarised for the year ending 2010.

The Committee noted the items of public forum submitted.

In response to the public forum submissions and Members questions, the following points were discussed;

- The low figures for the Health and Social Care directorate and Care Services in particular were of concern and work continued with the Strategic Director for improvement. If trade union representatives were not satisfied by discussions with the HR Business Partner at a TU/Officer meeting it would return to the Committee for information in February 2011.
- An equalities impact assessment was completed for the same report in previous years. It was planned that a breakdown of the figures in relation to equality strands would be available in December.
- A proportion of the 'ineligible headcount' was due to the 10% turnover of staff. Those staff eligible for PMDS had improved from 93% to 96.2%.
- The figures informed of the level of compliance but not the quality of the PMDS discussion. It was important to ensure managers were managing the process properly.
- A low PMDS score would trigger the Improving Performance Procedure within the Performance Management Framework, a formal process to bring performance up to standard.
- Officers would provide a written explanation of the elements within the 'ineligible headcount' in particular, what is included within group 'd'.
- To provide context the Committee was reminded that during 2005-6 the level was closer to 50% and officers were pleased with the overall level of improvement.
- It was important to be careful when percentages were attributed to smaller numbers.
- Results and figures relating to PMDS was presented to the Strategic Leadership team for consideration as part of performance review.
- Members asked that statistics maintain the same comparable parameters, however, it was acknowledged as difficult due to the changing structures and directorates.

- An Peer Review and review by Grant Thornton had provided external scrutiny which showed that BCC compared well to other authorities.
- It could be taken as positive that there were a large number of 3, 4 and 5 scores in a time of uncertainty and potential low morale, staff continue to perform well.
- It would be helpful in future to have a brief overview of the year on year figures to help inform new Members of the Committee.

RESOLVED - (1) that the report be noted

HR

46.11/10 MILEAGE ALLOWANCES REVIEW

The Committee considered a joint report of the Chief Executive and Service Director: Human Resources (agenda item no. 6) requesting that the Council's Mileage Allowances Policy be revised.

The Committee noted the items of public forum submitted.

In response to the public forum submissions and Members questions, the following points were discussed;

- In 2001 terms and conditions were harmonised across the workforce, which included the removal of the Essential Car and Use Allowance and introduction of a single mileage rate not subject to taxation. Following a review in 2008, the employers rate was increased to 42.9p, which was 2.9p above the HMRC rate. Not many employers offered rates above that of the HMRC.
- It was important to ensure that employees were aware of their right to claim the 2.9p of tax back. NJC rates were subject to review on a regular basis.
- To increase the mileage allowance by 1p per mile would cost the authority an estimated £33,000.
- It was suggested that the increased number of evening meetings and therefore officer car use would not be of significant levels.

- It was considered morally unacceptable to make savings on the increased VAT and not pass that saving onto employees.
- The cost of fuel had increased over recent years and it could be said that other costs of car ownership had fallen.
- There should be a process of review which included an analysis of car use, the number of claims and the salary bands of claimants.

- RESOLVED -**
- (1) that the changes to VAT which come into effect in January 2011 be noted; and**
 - (2) that VAT increases as considered at Option B of the report be passed on to employees.**

HR

47.11/10 SCHOOL SUPPORT STAFF NEGOTIATING BODY

The Committee considered for information purposes the latest memo from the Secretary of State (agenda item no. 7) relating to the future of the School Support Staff Negotiating Body.

Officers confirmed that schools were using a single status job evaluation scheme and all schools were subject to the Green Book. Redeployment within the authority was available for support staff.

- RESOLVED - that the latest memo from the Secretary of State relating to the future of the School Support Staff Negotiating Body be noted.**

HR

48.11/10 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 following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act (as amended).

**HR
49.11/10 URGENT BUSINESS**

The Chair instructed the Committee that an item of urgent business (agenda item no.11) had been accepted and would be considered by reason of special circumstance under Section 100B (4) (b) of the Local Government (Access to Information) Act 1985.

**HR
50.11/10 EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY**

(Exempt under paragraph 1 - Information relating to an individual)

The Committee agreed to defer a joint exempt report of the Strategic Directors: Resources and City Development (agenda item no. 9) until the next meeting.

RESOLVED - The item be deferred to the December meeting of the Committee

**HR
51.11/10 EARLY RETIREMENT IN THE INTERESTS OF EFFICIENCY OF THE SERVICE**

(Exempt under paragraph 1 - Information relating to an individual)

The Committee considered a joint exempt report of the Chief Executive and Interim Director of Health and Social Care (agenda item no. 11) seeking approval for the early retirement on the grounds of efficiency of the 2nd tier officer.

RESOLVED - (1) that the early retirement costs of Service Director: Care Services be approved with effect from 28th February 2011; and

(2) that additional pension benefits or augmented service in this case not be granted as to do so would be contrary to the Council's normal practice regarding enhanced pensions.

HR

52.11/10 REDUNDANCY OF SERVICE DIRECTOR

(Exempt under paragraph 1 - Information relating to an individual)

RESOLVED - (1) that the redundancy of the Service Director: Strategy and Performance be noted.

(2) that three months augmented service be agreed to offset the loss of pension benefits arising from pay in lieu of notice.

HR

53.11/10 DATE OF NEXT MEETING

RESOLVED - The next meeting of the Human Resources Committee be held on 16th December 2010 at 2.00 pm

(The meeting ended at 3.40pm)

CHAIR