

BRISTOL CITY COUNCIL

MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 16th DECEMBER 2010 AT 2.00 P.M.

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

HR
54.12/10 **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

No apologies were received.

HR
55.12/10 **DECLARATIONS OF INTEREST**

None

HR
56.12/10 **MINUTES - HUMAN RESOURCES COMMITTEE - 18th
NOVEMBER 2010**

46.11/10 **Mileage Allowances Review**
Resolution 2 was deleted from the minutes as it had been
included in error.

**RESOLVED - that the minutes of the meeting of
the Human Resources Committee
held on 18th November 2010 be
confirmed as a correct record and
signed by the Chair.**

HR
57.12/10 **PUBLIC FORUM**

The following items of public forum were received:

AGENDA ITEM	AUTHOR OF STATEMENT	SUBJECT(S) OF STATEMENT	No
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6	UNITE	Occupational Health Annual Report	1
7		Employment Statistics	
7	UNISON	Employment Statistics	2
8		Review of the revised flexi-time arrangements	
5	GMB	Health and Safety Annual Report 2009/10	3
6		Occupational Health Annual Report 2009/10	

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

HR

58.12/10 **HEALTH AND SAFETY ANNUAL REPORT 2009/10**

The Committee considered a report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 5) to present the Health & Safety Annual report 2009-10.

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 report had been produced for the Corporate Employees Health and Safety Consultative Committee (CEHSCC) annually since 2002/2003. The report reaffirmed the commitment to health and safety in the workplace and linked to the service delivery plan.
- There had been only one case of enforcement action within the last five years.
- The improvement within Health and Safety was partly due to the introduction of training and toolkits for managers.
- The number of incidents recorded could be subjective in some cases as due to better reporting.
- It was important during changes to the organisational structure to ensure that managers kept abreast of health and safety requirements and that there were no gaps in responsibility. Historical trend data could also be lost during

structural changes.

- A high number of incidents were reported within the CYPS directorate, which could be attributed to sports injuries within the 165 schools. Actions took place to mitigate the risks.
- Incidents of aggression or violence were more likely in certain teams such for Civil Enforcement Officers. Any budget cuts to those teams could result in an increase in incidents.

RESOLVED -

- (1) that the report be noted**
- (2) that the Health and Safety Annual Report be considered by the HR Committee annually.**
- 3) that the council's annual sickness absence levels would in future be included in annual OH&C reports.**

HR

59.12/10 OCCUPATIONAL HEALTH AND COUNSELLING ANNUAL REPORT 2009-10

The Committee considered a report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 6) requesting consideration of the Occupational Health and Counselling Annual Report 2009-10.

The Committee noted the items of public forum submitted.

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

- A quarterly report was submitted to the CEHSCC each quarter which gave further reasons for referrals. There was an increase in referrals, due to better management, earlier reporting, proactive planning and an increased knowledge of the service.
- It was confirmed that employees should be present during a case review as they were in the majority of cases. Individual examples where that may not have been the case could be discussed with the Occupational Health and Counselling Manager (OHCM) outside of the meeting.
- The timeframe for referrals was 15 working days and any examples where that may not have been the case could be discussed with the OHCM outside of the meeting.
- To aid with referrals, often officers spoke to employees via telephone.

- If problems within groups were identified, occupational health officers would visit teams and hotspots to help find solutions and assistance.
- Training sessions took place which specifically considered the Management of Change process.
- In future the annual report would be presented to the CEHSCC every January, and to the HR Committee annually along with the H & S Annual Report.
- Future challenges for the OH&C Team included the development of the COHORT computer system to be more efficient. There was a need to move building from the current location, and when looking for a new location, consideration would be given to how could access the services in a discrete way.
- The OH&C Team had been awarded Team of the Year for resources for work with vaccination.
- It was important to include the real cost and savings of having the team. Resources were saved from the team working so well. One indicator was how many days people were unable to work.

RESOLVED -

- (1) that the report be noted**
- (2) that the Occupational Health and Counselling Annual Report be considered by the HR Committee annually.**

HR

60.12/10 EMPLOYMENT STATISTICS HALF YEARLY REPORT

The Committee considered a report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 7) which related to the Council's employment statistics as at 30th September 2010.

There were strong concerns that the information within the report was contradictory and difficult to understand.

The following clarifications were provided;

- Schools were to be considered differently as they employed their staff directly. The Council itself had reduced staff by 400 over the past year, when the agency situation was taken into account.
- The total headcount figure was accurate as it also

- corresponded to the number on the payroll system.
- The inclusion of Consultants in the report was not advised as they were paid by invoice, rather than through the payroll system. Consultants were the subject to a separate report to the Committee.
 - The 1512 agency workers featured in table 2 of appendix B referred to the number of individual placements (i.e shifts) rather than number of staff and could be disregarded. The agency workers referred to in all other instances totalled 181 as at the week of the 30th September 2010.
 - It was confirmed that the reduction had been steady and consistent through the past year.
 - The term 'establishment' on appendix A was an error and should say 'employee statistics'. 'Establishment' should refer to the number of posts authorised, which generally differed from those actually in post.

A revised report was requested to address the following concerns;

- Headcount and FTE were two different concepts and their values were only the same if all employees worked full time.
- The inclusion and exclusion of temporary employees from the employees headcount was confusing and hard to be compare the report and the appendices. It was fundamental to be able to compare like for like.
- Members asked for the comparative figures from six months ago to be included.
- It would be helpful to know how many staff had been planned for the current years budget as well as the next civic year budget and whether it matched the number employed.
- Members asked where extra school staff had been employed as it would need to be considered as a problem area for the future when cuts were required.
- The cost of the 1512 agency staff in Health and Social Care was requested and should be followed up through the H &SC DJCC. There would be a full review of agency staff in 2011.
- Members requested a year on year cost of agency staff in H &SC.
- Officers advised that it would be very difficult to provide meaningful costed establishment information in the

employment statistics report. The costs of staffing budgets were, however, contained within the civic budget.

It was agreed that a revised factual report would return to the 20 January meeting of the HR Committee which addressed the concerns of the Committee expressed.

A further report to January would be a report on the Voluntary Redundancy Scheme of what had happened to date and what was planned for the further six months. Both reports were requested prior to the budget setting meeting of Council.

Due to the time restraints of the Christmas and New Year a more detailed could be presented to the 24 February 2011 committee meeting.

RESOLVED - that the report be noted.

**HR
61.12/10 REVIEW OF THE REVISED FLEXI-TIME ARRANGEMENTS**

The Committee considered a report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 8) relating to the review of the flexi-time arrangements.

It was confirmed that further to the implementation period, there had been no issues raised at departmental DJCCs with regards to the implementation of the flexi-time scheme.

Members reiterated that managers had the responsibility to manage the scheme appropriately.

RESOLVED - that the report be noted

**HR
62.12/10 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

63.12/10 EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY (TW)

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

The Committee considered an exempt report of the Chief Executive (agenda item no. 10) seeking approval for the early retirement on the grounds of redundancy.

RESOLVED - (1) that the early retirement costs be approved in principle with effect from 31st March 2011, or a later date if required; 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

64.12/10 URGENT BUSINESS

There was none

HR

65.12/10 DATE OF NEXT MEETING

RESOLVED - The next meeting of the Human Resources Committee be held on Thursday 20th January 2011 at 2.00 pm

(The meeting ended at 3.45pm)

CHAIR