

BRISTOL CITY COUNCIL

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 24TH MARCH 2011 AT 2.00 P.M.**

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

**HR
89.3/11 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillors Gollop and Comer.
Councillors Eddy and Havvock Substituted respectively.

**HR
90.3/11 DECLARATIONS OF INTEREST**

None

**HR
91.3/11 MINUTES - HUMAN RESOURCES COMMITTEE - 24TH
FEBRUARY 2011**

**RESOLVED - that the minutes of the meeting of the
Human Resources Committee held on
24th February 2011 be confirmed as a
correct record and signed by the Chair.**

**HR
92.3/11 PUBLIC FORUM**

Public Forum business was circulated to the committee in
advance of the meeting and a copy placed in the Minute
Book.

MANAGEMENT RESTRUCTURE IN CHILDREN, ADULTS AND FAMILIES SERVICES

The Committee considered a joint report of the Chief Executive and Service Director: Strategic HR & Workforce Strategy (agenda item no. 5) which requested endorsement for the combination of Children and Young People's Services (CYPS) with Health and Social Care (HSC) to form a new Children, Adults and Families directorate.

The Committee noted the items of public forum submitted.

An updated Appendix (5) C had been pre-circulated to the Committee.

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

- The changes were proposed in response to the high number of second and third tier interim managers within HSC and CYPS that had fixed term contracts.
- Alison Comley would become the Interim Strategic Director Health & Social Care when David Johnstone's contract finished at the end of April 2011.
- BCC agreed in principle in September 2010 that there would be moves to a slimmer senior management structure by 2012/13. Events and opportunities meant that this would be achieved earlier than expected. The City Development and Neighbourhoods Directorates would join into a Places Directorate.
- The management restructure would achieve a £135,000 per annum salary saving.
- Section 6 of the Management of Change Procedure stated that if one person was in a ring fence for a suitable alternative post then the panel could consist of first tier officers. If there were two people within a ring fence, then a Selection Committee with Elected Members would take place.
- An Equalities Impact Assessments had been carried out for those jobs to be changed. Each section or work group would be subject to an assessment as plans develop.
- Officers would discuss the GMB concern regarding the loss of ringfenced child care provision at the TU/Officer meeting on the 25th March 2011
- Members were appreciative that the Health and Social

Care Directorate had improved as a service and hoped that the structure changes would add to that improvement.

Members unanimously agreed the resolution.

RESOLVED - (1) endorsed that Children and Young Peoples Services (CYPS) and Health and Social Care (HSC) combine to form a new Childrens, Adults and Families directorate;

(2) that the proposed structure for the Childrens, Adults & Families Directorate as set out in paragraph 5.1 of the report, together with the HR implications arising from the management restructuring proposals as set out in paragraph 4 of the report, be approved with effect from 1st April 2011;

(3) that the Methods of Appointment and salary grading for the new management structure for Childrens, Adults & Families Services, as set out in Appendices B & C, and in paragraph 6 of the report be approved; and

(4) that it be noted that these proposals accord with the longer term objective to move to a much smaller Strategic Leadership team by 2012/13, as agreed by this Committee at its meeting on 24th September 2010.

HR

94.3/11

**CHILD PROTECTION SOCIAL WORKERS PAY :
RECRUITMENT AND RETENTION**

The Committee considered a report of the Service Director Strategic HR (agenda item no. 6) which requested approval for the implementation of an allowance of £500 per annum to be paid to designated Social Workers within CYPS in recognition of their childcare responsibility, effective from 1 April 2011 as an interim amendment to the Council's Pay Policy/

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 responsibility allowances had been considered at length by officers and were part of a national picture of difficult recruitment and retention of social workers.
- They were proposed for a maximum of three years and would only be paid out in the three specific circumstances listed in paragraph 5.2 of the report.
- The Monroe Report, due out late 2011 would help develop a long term way forward, perhaps with a job evaluation at a national level.
- BCC had been graded 'good' for safeguarding for which staff were commended. The Council however, could not be complacent.
- Other elements had also been put in place to strengthen the system such as training and development initiatives for instance around supervision, strengthening of the team manager role and the development of a proactive approach to the well being of the workforce. Additional pay was not the only answer to the problem.

It was unanimously agreed that

- RESOLVED -**
- (1) that the implementation of a responsibility allowance of £500 p.a to be paid to designated Social Workers within C&YPS, in recognition of their childcare responsibility, as set out in paragraph 5.2 of the report be approved;**
 - (2) that the payment, which is effective from 1st April 2011 for a period not exceeding 3 years duration, pending the Review by the Government through the Social Work Reform Board (Section 4) be agreed;**
 - (3) that it be agreed that this proposal constitutes an interim amendment to the Council's Pay Policy, pending the consideration of (2) above; and**

(4) that it be agreed that the additional responsibility allowance be subject to a performance criteria, as set out in paragraph 5.1 of the report.

HR
95.3/11

REVISIONS TO THE COLLECTIVE DISPUTES PROCEDURE

The Committee considered a report of the Service Director: Strategic HR & Workforce Strategy (agenda item no. 7) which requested approval of the revised Collective Disputes Procedure and to determine the panel for formal dispute hearings.

The Committee noted the items of public forum submitted.

The following points were discussed;

Disputes were resolved internally. BCC had never used the South West Provincial Employers process. It would only be used in both sides were to agree to refer it there and it would not feature within the procedure.

- There was increased emphasis on informal resolution and it was the view of SLT that in keeping to the principle of an officer led process that the elected member level panel should be removed.
- Members of the Committee were not convinced that there was enough evidence for the case for removal of Elected Member involvement. Benchmarking information had not supported a change. Members considered the impartiality and experience of the Members to be a key element to the appeals heard.

Members unanimously rejected proposal 4.1 (iii) and the HR Committee would continue to hear dispute hearings.

RESOLVED - (1) that revised Collective Disputes Procedure be approved from 1st April 2011 with;

(i) greater emphasis on informal resolution rather than a dependence on formal procedures and

(iii) that Elected Member Panels for dispute hearings be retained.

(iv) discontinuation of two tier hearing process and distinction between directorate based and council wide disputes.

**HR
96.3/11**

VOLUNTARY SEVERANCE SCHEME : PROGRESS REPORT

The Committee considered a joint report of the Chief Executive and Service Director: Strategic HR & Workforce Strategy (agenda item no. 8) which updated members regarding the impact and effectiveness of the Voluntary Severance Scheme (VSS) following its introduction on 1st October 2010.

To meet budget reductions, it had been agreed to consider targeted groups across the authority for Voluntary Severance. Identified workgroups were invited to submit expressions of interest, before those expressions were evaluated and responses considered. The majority of targeted workgroups had not completed the full process yet.

It was confirmed that along with voluntary severance other measures of vacancy management included the completion of fixed term contracts and reduction in agency workers. All of those measures helped reduce the number of compulsory redundancies.

In response to a query, it was confirmed that the redundancies within the School Improvement Team had been due to the removal of grants which had since been redirected to schools. Schools were now directed to support each other in improvement. Consultation with the Schools Forum continued in order to provide some help from the Local Authority.

A report would return to the June Committee to outline savings from the application of the redundancy cap with summary totals.

RESOLVED - that the report be noted.

HR

97.3/11

LOCAL GOVERNMENT PAY 2011

The Committee considered a report of the Strategic Director: Corporate Services (agenda item no. 9) regarding the 2011 Local Government pay offer.

Members noted that to pay £250 per person to employees paid less than £21,000 per annum, would equate to approximately £850,000 for the year.

Members noted the trade union representatives submissions but confirmed that the Council were acting as part of a national agreement as set out by the Local Government Employers.

- RESOLVED -**
- (1) that the Local Government Circular be noted**
 - (2) That the Council's position of no pay offer for 2011/12 be endorsed.**
 - (3) That the decision referred to in (2) above, also applies to Council employees earning less than £21k per annum.**

HR

98.3/11

SICKNESS ABSENCE (PROGRESS REPORT)

The Committee considered a report of the Strategic Director: Corporate Services (agenda item no. 10) which presented sickness absence rates at 31st December 2010.

It was noted that within HSC, and in contrast to the trend nationally, the sickness rate had reduced. In response to a public forum submission, it was confirmed that some employees had left the workforce through mutual consent ill health retirement.

It was noted that there was a high rate of absence within particular CYPS service areas such as Children's Social Care, which mirrored the difficulties reported within the Health and Social Care Directorate. It was agreed that a full breakdown of the figures within CYPS would be forwarded to

the Committee.

There were to be some changes to the requirements for Equalities Impact Assessments which would be confirmed to the Committee in the future.

RESOLVED - that the report be noted.

HR

99.3/11

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

100.3/11

EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY

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

The Committee considered an exempt report of the Strategic Director, Corporate Resources (agenda item no. 12) which sought approval for the dismissal of a 2nd tier officer on the grounds of redundancy and the early release of individual pension benefits as appropriate with effect from the 31st July 2011.

RESOLVED - that the early retirement be agreed on the grounds of redundancy and the early release of individual pension benefits, as appropriate, with effect from 31st July 2011.

HR

101.3/11 EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY

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

The Committee considered an exempt joint report of the Strategic Director, Corporate Services and City Development (agenda item no. 13) which sought approval for the dismissal of a Service Director on the grounds of redundancy of service with effect from the 24th June 2011.

RESOLVED - that the early retirement be agreed on the grounds of redundancy with effect from 24th June 2011.

HR

102.3/11 URGENT BUSINESS

There was none

HR

103.3/11 DATE OF NEXT MEETING

RESOLVED - The next meeting of the Human Resources Committee be held on Thursday 2nd June 2011 at 2.00pm

(The meeting ended at 3.10pm)

CHAIR