

**BRISTOL CITY COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 1ST JUNE 2012 AT 12.00 NOON**

P Councillor Beynon  
P Councillor Comer  
A Councillor Eddy  
A Councillor Emmett  
P Councillor Hance  
P Councillor Wollacott

**HR  
1.6/12**

**APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Councillors Eddy and Emmett, who were substituted by Councillors Abraham and Rogers respectively.

**HR  
2.6/12**

**ELECTION OF CHAIR 2012/13**

**RESOLVED - that Councillor Wollacott be elected Chair of the Human Resources Committee for the 2012/13 municipal year.**

**HR  
3.6/12**

**ELECTION OF VICE-CHAIR**

**RESOLVED - that Councillor Comer be elected Vice-Chair of the Human Resources Committee for the 2012/13 municipal year.**

**HR  
4.6/12**

**MEMBERSHIP OF COMMITTEE**

**RESOLVED - that membership of the Human Resources Committee for the 2012/13 municipal year be as follows:-**

**Councillor Beynon  
Councillor Comer  
Councillor Eddy  
Councillor Emmett  
Councillor Hance  
Councillor Wollacott**

**HR  
5.6/12      TERMS OF REFERENCE**

**RESOLVED -      that the terms of reference of the Human Resources Committee for the 2012/13 municipal year, as agreed by City Council at its meeting on 15<sup>th</sup> May 2012, be noted**

**HR  
6.6/12      DATES AND TIMES OF MEETINGS 2012/13**

In order to consider the Pay Policy before its presentation to full Council on the 19<sup>th</sup> March 2013, the final date of the schedule was changed to the 28<sup>th</sup> February 10.00am.

**RESOLVED -      that the Human Resources Committee meet on the following dates at 2.00 p.m. in the 2012/13 municipal year:-**

**Thursday 5<sup>th</sup> July 2012  
Thursday 6<sup>th</sup> September 2012  
Thursday 8<sup>th</sup> November 2012  
Thursday 10<sup>th</sup> January 2013  
Thursday 28<sup>th</sup> February 2013**

**HR  
7.6/12      DECLARATIONS OF INTEREST**

The following declarations of interests were made for 2012/13 Municipal Year:

Councillor Beynon declared that he was a member of UNITE the union, and that his wife works for Internal Audit within Bristol City Council.

**RESOLVED: that the declarations for 2012/13 be noted.**

**HR**

**8.6/12**

**MINUTES - HUMAN RESOURCES COMMITTEE - 9<sup>th</sup>  
MARCH 2012**

**RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 9<sup>th</sup> March 2012 be confirmed as a correct record and signed by the Chair.**

**HR**

**9.6/12**

**PUBLIC FORUM**

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

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

**HR**

**10.6/12**

**MARKET SUPPLEMENT PAYMENT TO FORENSIC  
SOCIAL WORKERS**

The Committee considered a report of the Strategic Director Health and Social Care (agenda item no. 6) requesting consideration of the continuation of a market supplement.

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

During the ensuing discussion, the following points were made:

- The post holders dealt with service users that had been through the criminal justice system and were often presented with challenging behaviour such as verbal and physical abuse. It was important to attract qualified and experienced staff, for which the AWP would remunerate accordingly. There were service implications of not having people in post.

- A long term solution would be preferred as, if agreed, the proposed market supplement would result in a total of seven years of market supplements. There were difficulties due to the pay structure at BCC as the grade was allocated through job evaluation. It was suggested that due to the specific type of social work the role could be evaluated separately from the main social worker job, which may result in a specialist grade.
- The high staff turnover was due to the level of skills and expertise required for the role, the stress of the job and the high level of responsibility. It was suggested that consideration could be given to lack of flexibility as a factor for high staff turnover.
- It was highlighted that changes to subsistence and mileage allowance had affected the role due to distances covered by employees. It was suggested that impact analysis of that group be carried out in light of allowance changes within employee terms and conditions. An analysis of working conditions would take place in order to mitigate service implications.
- It was suggested that statistics regarding levels of earnings could be misleading as some employees were newly qualified and lower on the payscale thus affecting the 'average'. In comparison with the remainder of the country, the remuneration levels in this instance fared well.

As a result of the discussions it was agreed that a review of the job grade should take place with a view to a longer term solution. The review should also consider reasons for high staff turnover, flexibility within the role and the affect of changes to terms and conditions upon the postholders.

**RESOLVED - (1) that the continuation of a market supplement of £1787.00pa (pro rata) for the period 1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2015 to be paid to the Social Workers in the Forensic Services team be approved**

**(2) that a review of the job grade take place considering factors highlighted within the**

## discussion

HR

11.6/12

### PAY POLICY PRIORITIES UPDATE

The Committee considered a report of the Strategic Director, Corporate Services (agenda item no. 7) noting the progress that had been made on the pay policy statement priorities, that were agreed by full Council in March 2012.

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

During the ensuing discussion, the following points were made:

- Changes to the pay policy of BCC had affects on the local job market as it was such a big employer. Specifically in response to TU concerns it was highlighted that the apprentice scheme contributed to increasing the skill base for the local economy, as well as the number of placement/jobs.
- Trade Union members stressed that they were opposed to any moves towards performance related pay.
- In response to a TU request officers agreed that future notes of consultation meetings would include a list of attendees.
- It was confirmed that a report would be presented to the HR Committee in July with regards to the specific details of the low pay award.
- With reference to annualised hours, there was TU concerns regarding the removal of shift allowances however, it was argued that it also offered employees certainty over a period of time as a method of payment to regularise payment conditions. In turn that could also reduce bureaucracy, however a robust system would need to be established.

**RESOLVED - that the progress that has been made on the pay policy statement priorities that were agreed by Full Council in March 2012 be**

**noted.**

**HR**

**12.6/12**

## **CHANGES IN SENIOR MANAGEMENT ESTABLISHMENT**

The Committee considered a report of the Strategic Director, Corporate Services (agenda item no. 8) relating to the creation of two posts (one due to European funding) and the deletion of another fixed term post.

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

- In response to TU representations it was explained that the role of Placemaking Director had been included in the budget, and then deleted as part of the full Council agreement. As no one was currently in place the role would be deleted.
- Funding for the Role of Commercial Director for Bristol Energy would be allocated within the EU funding for the project, not from the Council budget revenue. The funding and the post were intrinsically linked.
- With reference to the post of Service Director, Strategic Property, there would be a saving of £37,000. A second tier post was required to deal with the projects and citywide property initiatives across Bristol.
- Job descriptions of the two posts to be created were distributed to the Committee. Ongoing information had been provided at cross party briefings, to the Resources Scrutiny Commission over the past 12 to 18 months, to staff groups within the review and it had been discussed at the appropriate DJCC. If the post was not created there was risk to the delivery of the programme. The post was imperative to maximise the value of Bristol City Council's asset base.
- The Selection Committee would be involved in the recruitment in line with the key objectives of the posts. It was important that the right person was recruited with the right experience and qualifications.

**RESOLVED - that the creation of two second tier Service Director posts (one on**

**a fixed term basis for 3 years) and the deletion of another fixed term Service Director post be noted.**

Councillor Beynon entered the meeting

**HR**

**13.6/12**

**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**

**14.6/12**

**EARLY RETIREMENT ON THE GROUNDS OF REDUNDANCY**

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

The Committee considered an exempt report of the Chief Executive (agenda item no.10).

**RESOLVED - (1) that the early retirement and redundancy costs of the Service Director, Head of Legal Services be approved, in accordance with the details set out in appendix A, with effect from 30<sup>th</sup> November 2012, as a consequence of key changes to the role.**

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

(The meeting ended at 3.30pm)

CHAIR