

To: All Members of the Human Resources Committee

Councillor Eddy (C)
Councillor Hance (LD)
Councillor Langley (L)
Councillor Morgan (LD)
Councillor Payne (L)
Councillor Wollacott (L)

Reply to: Steve Gregory
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Date 7th May 2014

Councillor Gollop – Assistant Mayor for Finance & Corporate Services
(L = Labour, LD = Liberal Democrat, C = Conservative)

Dear Member

HUMAN RESOURCES COMMITTEE

You are invited to attend a meeting of the Human Resources Committee to be held on **Thursday 15 May 2014 at 10 am** in a committee room at City Hall, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf.

Yours sincerely

Steve Gregory

Steve Gregory
Democratic Services Officer

PUBLIC INFORMATION SHEET

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

AGENDA

1. Apologies and Substitutions

2. Declarations of Interest

to give notice of any interests committee members may have on the items for consideration at the meeting.

3. Urgent Business

The Chair will explain any special circumstances for taking the urgent business. The grounds for urgency will be recorded in the minutes.

4a. Minutes of the meeting of the Human Resources Committee held on 10 April 2014 (page 4)

To be confirmed as a correct record and signed by the Chair

4b. Action Sheet

To note the action sheet

5. Public Forum

Time limit for this item - 30 minutes

Any member of the public or councillor, provided they have given notice in writing or by electronic mail (democratic.services@bristol.gov.uk) may participate in public forum. The detailed arrangements for so doing are described in the **public information sheet** at the back of this agenda.

Please note that the following deadlines will apply in relation to this meeting:

Questions :

Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your submission must be received at the latest by **5 pm on Friday 9 May 2014**.

Petitions and statements :

Petitions and statements must be received by noon on the working day prior to the meeting. For this meeting, this means that your submission must be received at the latest by **12.00 noon on Wednesday 14 May 2014**.

Notification of your public forum business should be addressed to the Head of Legal Services, c/o Democratic Services Section, Room 220, City Hall, College Green, Bristol BS1 5TR and marked for the attention of **Steve Gregory** or by electronic mail to democratic.services@bristol.gov.uk

6. Organisation Restructure (page 11)

To hear progress on the organisation restructure since the last meeting and the proposed activities for the next phase.

7. DATE OF THE NEXT MEETING

The next meeting is scheduled for 3rd July 2014 which will be the Annual General Meeting. At that meeting it is likely to be proposed that dates for the next municipal year are 11th September 2014, 13th November 2014, 15th January 2015, 26th February 2015 and 16th April 2015.

Public Information Sheet

Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.
Lifts must not be used under any circumstances.

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the City Hall, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at Meetings - Local Government (Access to Information Act 1985)

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any "exempt" (private) business is considered. This will normally be shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk

You can also inspect papers at either the City Hall Reception or at our Record Office, "B" Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail bro@bristol.gov.uk; telephone 0117 92 24236.



Other formats and languages and assistance For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms in City Hall are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a headset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

Public Forum

Members of the public may make a written statement or present a petition to most meetings, provided that:

- the statement, or in the case of a petition the subject matter, is received by Democratic Services no later than **12.00 noon on the working day before the meeting** and
- the statement or petition is about a matter which is the responsibility of the committee concerned.

Statements and the subject matter of petitions should be e-mailed to democratic.services@bristol.gov.uk or sent to Bristol City Council, Democratic Services Section, Room 220, City Hall, College Green, Bristol, BS1 5TR, or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be printed for Members of Council and made available at the Meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

Please note that by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement

contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website.

Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet.

Process during the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.
- You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

Register of Interests

The Register of Interests for Members is available on our website at www.bristol.gov.uk

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.