



AGENDA ITEM NO 4

Bristol City Council

Minutes of the Human Resources Committee

Thursday 26 February 2015

Human Resources Members Present:

Councillors Richard Eddy (Chair), Mike Langley, Tim Leaman and Mike Woollacott

Officers in attendance:

Richard Billingham - Service Director Human Resources, Alex Holly – People Business Partner, James Brereton, HR Advisor (Change and Performance) and Ruth Quantock, Democratic Services Officer

Cllr Simon Cook – Assistant Mayor for Business Change, Resources and the Arts was also in attendance.

53. Apologies, Substitutions and Introductions

Apologies were received from Cllr Naomi Rylatt and there were no substitutions.

54. Declarations of Interest

None.

55. Urgent Business

None.

56. Minutes of the meeting of the Human Resources Committee held on the 22 January 2015.

Resolved: that the minutes be agreed as a correct record and signed by the Chair.

57 Action Sheet

Officers provided an update on the ongoing action sheet. Members requested the completion of column 6 headed 'Action taken and date completed' in advance of each meeting in future. **Action AH**

58 Public Forum

The following Public Forum items had been received:-

| Agenda Item | Author of Statement/Question | Subject of Statement | No |
|-------------|------------------------------------|----------------------|----|
| 7 | Wendy Weston Jeff Sutton GMB | National Living Wage | 1 |

It was agreed that this statement be considered in conjunction with the relevant item which was next on the agenda. A copy of the statement is available in the Minute Book held by Democratic Services.

59 Pay Policy Statement 2014/15

The Committee considered the Pay Policy Statement 2014/15 with a view to recommending it to Full Council on 17th March 2015.

The Committee noted the public forum statement from GMB and in particular the issue raised about the council reviewing its statement in Appendix A para 12.4 relating to apprentices and interns. The statement highlighted that the Living Wage Foundation does not require employers to pay the Living Wage to apprentices and interns although they do recommend it as best practice for employers who can afford to do it.

The following key issues were noted during the discussion that took place:-

- The post of Service Director Integrated Customer Services was currently missing from Appendix B. The post had recently been taken up and would be included in the final version of the report to Council. **Action James Brereton**
- Full Council had recently made two amendments to the councils Revenue and Capital Budget relating to Apprentices. One had been to increase the hourly rate of Year 1 Apprentices and the other to provide annual bus passes to all Year 2 apprentices over the age of 19 for 2015/6 and 2016/17. At the previous HR Committee Members had asked officers to look further into what support could be given to apprentices in Years 1 & 2 and it was agreed that this future report would include the implications of these budget amendments. **Action Richard Billingham**

- Appendix A para 6.1 - It was agreed that the following wording be added to the end of this paragraph ' in line with the council's HR guidelines. **Action James Brereton**

Resolved: that subject to the above amendments the 2015/16 Pay Policy Statement be recommended to Full Council on 17 March 2015.

60 AOB

One Member indicated that he had been made aware of concerns from certain employees about the grievance process following the organisational restructure. In response officers indicated that they were not aware of any particular issues. It was also confirmed that the formal grievance procedure had not changed in any way. It was suggested that the specific issues be taken up with the Trade Union outside of the meeting. It was noted that if requested, data on the number of grievances, time taken to process etc could be included within the Workforce Statistics / HR Dashboard report which was regularly reported to HR Committee.

Date of Next Meeting - 16 April 2015 at 1.30 pm

The meeting ended at 1.50 pm

Chair