



**TO: ALL MEMBERS OF THE HUMAN  
RESOURCES COMMITTEE**

Councillor Beynon (L)  
Councillor Comer (LD)  
Councillor Eddy (C)  
Councillor Emmett (LD)  
Councillor Hance (LD)  
Councillor Wollacott (L)

Reply to: Samantha Mahony  
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TextBox  
Email: Sam.mahony@bristol.gov.uk

Date 1<sup>st</sup> November 2011

(L = Labour, LD = Liberal Democrat, C = Conservative)

Dear Member

**HUMAN RESOURCES COMMITTEE**

You are invited to attend the meeting of the Human Resources Committee to be held on **Thursday 10 November 2011 at 2.00 pm** in a committee room at the Council House, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf.

Yours sincerely

Samantha Mahony  
Democratic Services

**Legal Services**

PO Box 2156, The Council House,  
Bristol BS99 7PH *DX7827 Bristol*

**Will Godfrey**

Strategic Director of Corporate  
Services

**Website**

[www.bristol.gov.uk](http://www.bristol.gov.uk)

## **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. MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 1 SEPTEMBER 2011**

- to be confirmed as a correct record and signed by the Chair.

#### **4. 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](mailto: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 **5.00 pm on Friday 4 November 2011.**

##### **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 9<sup>th</sup> November 2011.**

Notification of your public forum business should be addressed to the Head of Legal Services, c/o Democratic Services Section, Room 220, the Council House, College Green, Bristol BS1 5TR and marked for the attention of **Sam Mahony** or by electronic mail to ([democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk))

**5. WORKFORCE STATISTICS**

(Report of the Strategic Director - Corporate Services)

**6. UPDATE ON THE IMPLEMENTATION OF THE GRIEVANCE POLICY**

(Report of the Strategic Director - Corporate Services)

**7. IMPROVED REDEPLOYMENT SCHEME**

(Report of the Strategic Director - Corporate Services)

**8. VOLUNTARY SEVERANCE AND REDUNDANCY CAP - SAVINGS UPDATE**

(Report of the Strategic Director - Corporate Services)

**9. URGENT BUSINESS**

Any item of business which the Chair is of the opinion should be considered at the meeting as a matter of urgency by reason of special circumstances (to be specified) under Section 100B(4)(b) of the Local Government (Access to Information) Act 1985.

**10. DATE OF THE NEXT MEETING**

Please note the next meeting will take place on the 5<sup>th</sup> January 2012

## **HUMAN RESOURCES COMMITTEE**

### **Terms of Reference**

#### **Overview**

- To discharge functions relating to the terms and conditions of staff, including procedures for the dismissal of staff and determining the pay and grading, other terms and conditions, disciplinary action, dismissal and early retirement of 1<sup>st</sup> and 2<sup>nd</sup> tier posts and post holders except for matters relating to staff selection, appeals, or complaints or any other matters that fall within the remit of the Appeals Committee or Selection Committee<sup>1</sup>. The dismissal of 1<sup>st</sup> and 2<sup>nd</sup> tier officers is subject to the Officer Employment Rules (OER7). Any disciplinary action of the Head of Paid Service, Monitoring Officer or Chief Finance Officer must be in accordance with OER6.

#### **Functions**

Full Council has delegated the following functions to the Human Resources Committee to the extent specified above:

- Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) (section 112 Local Government Act 1972);
- Functions relating to local government pensions etc. (Regulations under section 7, 12 or 24 of the Superannuation Act 1972).

1. The dismissal of 1<sup>st</sup> and 2<sup>nd</sup> tier officers is subject to the Officer Employment Rules. Any disciplinary action of the head of paid service, monitoring officer or chief finance officer must be in accordance with OER6.

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