

**BRISTOL CITY COUNCIL**

**MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE  
HELD ON 10<sup>TH</sup> NOVEMBER 2011 AT 2.00 P.M.**

P Councillor Wollacott (in the Chair)  
P Councillor Beynon  
P Councillor Comer  
A Councillor Eddy  
P Councillor Emmett  
P Councillor Hance

**HR  
39.11/11 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor Eddy

**HR  
40.11/11 DECLARATIONS OF INTEREST**

(Note: the general declarations for the 2011/12 municipal year were noted in the minutes of the annual meeting – minutes no. HR 7.6/11 refers.)

**HR  
41.11/11 MINUTES - HUMAN RESOURCES COMMITTEE – 1<sup>ST</sup>  
SEPTEMBER 2011**

**RESOLVED - that the minutes of the meeting of the  
Human Resources Committee held on 1<sup>st</sup>  
September 2011 be confirmed as a  
correct record and signed by the Chair.**

**HR  
42.11/11 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.

One item of public forum which did not relate to the agenda was submitted by the GMB regarding 'Breach of the Employment Rights Act 1996'. A written reply would be provided, which would also be copied to the Members of the Committee.

**HR**

**43.11/11 WORKFORCE STATISTICS**

The Committee considered a report of the Strategic Director - Corporate Services (agenda item no. 5) which summarised the changes in the Council's workforce over the period October 2010 to September 2011.

The Committee received two items of related Public Forum.

Concern was raised through public forum as well as by Members of the Committee that the high number of external agency employees in Health and Social Care had not reduced over time alongside the other Council Directorates. It was understood that temporary staff were used during times of change and to cover for sickness absence.

It was suggested and agreed that the Director of Health and Social Care would be asked to report to the Committee regarding the reliance on agency staff and in particular the following concerns;

- The spend on agency staff in Health and Social Care over the period.
- A comparison of the rates paid to in house and external agency workers.
- An explanation of the use of block booking agency staff.
- The steps taken to reduce the numbers of agency staff.

**RESOLVED - that the report be noted.**

**HR**

**44.11/11 UPDATE ON THE IMPLEMENTATION OF THE GRIEVANCE POLICY**

The Committee considered a report of the Strategic Director – Corporate Services (agenda item no. 6) relating to the monitoring and evaluation of the new procedures brought in last April 2011 to ensure they are effective and fit for purpose.

During the discussion, the following points were made;

- Officers had found that the revised grievance procedure had been working effectively and engagement with the formal procedure had decreased.
- It was noted that the confidence in lodging grievances had not decreased with the revised procedure.

**RESOLVED - (1) that the interim results relating to the introduction of the new Grievance Policy be noted; and  
(2) that a full report be presented to committee in January 2012.**

**HR**

**45.11/11 IMPROVED REDEPLOYMENT SCHEME**

The Committee considered a report of the Strategic Director - Corporate Services (agenda item no. 7) which summarised the improvements and changes that have been made to the redeployment scheme.

The report highlighted that the council has now commissioned Penna as an external Job Search Support Partner to engage effectively with displaced employees. The organisation was paid a fee per employee, to a maximum of £500, dependent on the level of support that had been required.

Support ranged from advice for the employee to the production of a report for the employee and employer on which type of job roles the employee could be matched to. The process produced a stronger set of evidence to be used within the selection process. It also provided support and opportunity for advice regarding alternative opportunities outside of the Council and movement between the public and private sectors.

**RESOLVED - that the improvements made to the redeployment scheme be noted.**

**HR**

**46.11/11 REDUNDANCY CAP AND VOLUNTARY SEVERANCE: SAVINGS TO DATE**

The Committee considered a report of the Strategic Director - Corporate Services (agenda item no. 8) which provided the Committee with information regarding the application of the

maximum weekly 'cap' applied to redundancy payments with effect from 1<sup>st</sup> January 2011.

The Committee received a public forum statement presented for this item.

Information was requested regarding the grades of staff that had applied for voluntary severance as well as those made compulsory redundant. Officers agreed that the information would be included within the annual report of workforce changes.

It was highlighted that the scheme continued to be more generous than that of the statutory minimum offered within the private sector.

**RESOLVED - that the report be noted.**

(The meeting ended at 2.35pm)

CHAIR