



**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: Sam Mahony  
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Date 29 August 2012

(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 6 September 2012 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

Sam Mahony  
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. MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 5TH & 23RD JULY 2012**

- 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 31 August 2012.**

##### **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 5 September 2012.**

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 **Samantha Mahony** or by electronic mail to  
([democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk))

**5. REVIEW OF APPRENTICESHIP RECRUITMENT AND RETENTION**

- To note the report and provide comments and observations

(Report of the Strategic Director - Corporate Services)

**6. MARKET SUPPLEMENTS FOR TECHNICAL AND PROGRAMME/  
PROJECT POSTS**

- to note the report and consider the recommendations contained within  
the report.

(Report of the Strategic Director - Corporate Services)

**7. 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.

**8. DATE OF THE NEXT MEETING**

The next meeting is scheduled for the 8<sup>th</sup> November 2012

# 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 Council House, 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

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any

meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the council's internet website at:  
[www.bristol.gov.uk](http://www.bristol.gov.uk)

## Other formats and languages and assistance for those with hearing impairment

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the Council House 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 handset. 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 **statement** or present a **petition** to any committee meeting, provided that:-

- (i) written notice is given to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts\*** and
- (ii) the statement or petition concerns a matter which is the responsibility of the committee concerned.

(\* NB: if the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday).

You may also ask a **question** of the chair at a committee meeting. This must be submitted to us in writing not less than 3 clear working days before the date of the meeting. A written response will be available 1 hour before the meeting which will be circulated to all who are present and will be included subsequently, with the minutes of that meeting.

Statements and petitions which relate to specific items on the agenda will be taken into account by the meeting when it considers the item concerned.

Statements and petitions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged. They may still be submitted but will not be discussed. The committee meeting will decide how these should be dealt with (eg by correspondence or by a future report etc).

The Chair of the meeting has discretion to take statements, petitions and questions in an appropriate order (ie not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.

**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.

Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

### **Process during and after the meeting:**

Public forum items are normally the first substantive item of business on the agenda and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact. Please avoid reading out a lengthy text from a piece of paper. Remember that 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, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Services Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

Please contact the Democratic Services Officer named on the agenda if you require any further information regarding the above.

## **Register of Interests**

To ensure an accountable, open and transparent local democracy, a Register of Interests for councillors and co-opted members is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.

## **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 , 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 grievances (1<sup>st</sup> and 2<sup>nd</sup> tier posts ) or any other matters that fall within the remit of the Appeals Committee or Selection Committee.

*[NB : 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:

- To recommend to full Council, the annual pay policy statement including any amendments that may need to be made to the policy statement from time to time;
- To recommend to full Council, any changes to the pay and grading arrangements for first and second tier officers;
- To approve changes to the pay and grading of first and second tier officers within the policy framework approved by full Council (the pay policy statement);
- Determining the pay and grading arrangements of all other employees;
- Power to appoint staff (other than first and second tier officers) and to determine the terms and conditions on which they hold office and including procedures for their dismissal (Section 112 Local Government Act 1972);
- To exercise functions relating to local government pensions etc. (Regulations under Section 7, 12 or 24 of the Superannuation Act 1972).