

DISCLAIMER

The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.

BRISTOL CITY COUNCIL

**MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 27TH FEBRUARY 2014 AT 2.00 P.M.**

P Councillor Langley
P Councillor Eddy
P Councillor Hance
P Councillor Morgan
P Councillor Payne
P Councillor Wollacott (in the Chair)

HR

46.2/14

APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cabinet Member Councillor Gollop in his capacity of Cabinet Member for Finance and Corporate Services.

HR

47.2/14

DECLARATIONS OF INTEREST

There were none.

HR

48.2/14

**MINUTES – HUMAN RESOURCES COMMITTEE – 16TH
JANUARY 2014**

The Democratic Services Officer confirmed that following the November 2013 meeting of the HR Committee the resolution regarding budget amendments and HR policy had been forwarded to the Whips and Head of Legal Services to note prior to Budget Council.

Officers confirmed that a report had been requested at the January 16th meeting to explore the longer term delivery options and details of exemptions to the overtime ban on grades above BG11. The report would be presented to the 10th April 2014 meeting.

RESOLVED – that the minutes of the meeting of the Human Resources Committee held on 16th January 2014 be confirmed as a correct record and signed by the Chair.

HR

49.2/14

PUBLIC FORUM

The items of public forum were noted in relation to the agenda item they referred to.

7	Even Clarke	Recruitment issues (Pay Policy)	1
7 & 8	UNITE	Pay policy statement; terms and conditions of post of Service Director – Public Health	2
6, 7 & 8	GMB	Organisation restructure; pay policy statement; terms and conditions of post of Service Director – Public Health	3

HR

50.2/14

ORGANISATIONAL RESTRUCTURE PRESENTATION

The Committee received a presentation (agenda item no. 6) hearing progress on the organisation restructure since the last meeting and the proposed activities for the next phase.

As part of the presentation the following points were noted:

- The consultation with Service Managers re new structures had closed mid January. Appointments had now been made to all positions and 21 people had applied for voluntary severance. There had been no compulsory redundancies at third tier level.
- The process had commenced for those on grades BG10-15 in January. The window for voluntary severance closed on 7th February with 460 applications received of which 206 had been accepted. Those accepted would be leaving by mutual agreement around the end of March 2014.
- There were 260 applications yet to be decided upon of which approximately half of those had been judged ‘maybe’ as they could be released but the post would need to remain. Those would be reassessed in consideration of affordability and business case and opportunities could be made available to people at risk.

- Proposed structures and methods of appointment had been updated to reflect feedback and showed which roles and ring-fences applied. Competitive processes would come into play before any displaced employees were offered opportunities in other roles through 'bumping'.
- In response to public forum comments regarding the speed and scale of the process, officers explained that progressing as a single piece of work ensured equality of opportunity across directorates and taking place within a short period so that there can be clarity and certainty going forward.
- The end of April had been tentatively identified to commence the final part of the restructure which would involve approx. 3,300 employees grades BG9 and under which were essentially front line staff. The timeframe would be determined by the stability of the structure in order to move to the next level.

Following the presentation, the following points were clarified in response to Members questions:

- There were likely to be a range of opportunities for staff to develop and move into different roles. Staff development would be offered to those wishing to fulfil a different type of role for which there could be a skills match.
- It was hoped that disruption to front line staff and services would be kept to a minimum. It was predicted that a proportion of that group would be interested in voluntary severance.
- There would be an on-going process to support staff that remained. Development centres would take place for manager roles resulting in individual development plans. New ways of working would also be adopted with the changes in office accommodation.
- With reference to the likelihood of staff that remained taking on additional work, the current pay structure did not allow for any increased earnings with additional responsibilities. If a job was deemed to have changed, however, it would be re-evaluated accordingly.

- A further piece of work in the next financial year would consider the introduction of job families. These would better aid the development of career paths and connect to the review of pay and reward and introduction of the living wage.
- With reference to the future project 'Pay and Reward', it was reported that incentives to manage performance needn't be increased pay but could include extended benefits to make the employment package more attractive such effective recognition, cycle loan schemes and access to additional leave through the salary sacrifice scheme.

RESOLVED – that the presentation be noted.

**HR
51.2/14**

**BRISTOL CITY COUNCIL'S PAY POLICY STATEMENT FOR
2014/15**

The Committee considered a report of the Service Director, Human Resources (agenda item no. 7) outlining the draft pay policy statement for 2014/15 prior to full Council considering the adoption of the policy on 18th March 2014.

Officers apologised that data was incomplete within the report and appendix as final figures would not be known until the last payroll process of the financial year on 6th March. The version that would be presented to Full Council on the 18th March would have the full information included.

The Chair requested that the data in Appendix C include the figures for Bristol in order to aid comparison, and that the detail of the maximum level redundancy cap should be included within the report. It was also requested that wording under 'Development Priorities' sub heading be altered to "which consolidates" the "Living Wage" instead of "incorporates".

RESOLVED – that the Committee considered and noted the Pay Policy statement prior to presentation at Full Council.

**HR
52.2/14**

POST OF DIRECTOR OF PUBLIC HEALTH

The Committee considered a report of the Service Director, Human Resources (agenda item no. 8) which considered the

grading and terms and conditions of the post of Director of Public Health.

Officers reported that since the Council had assimilated Public Health functions in April 2013 the role of Director of Public Health had been awarded on an NHS Consultants Contract on a salary package of circa £120,000 per annum. Following the recent reorganisation the post had been designated to a Service Director level and evaluated at Hay Q. It was proposed that all senior roles within Bristol City Council should be on the same terms and conditions and contracts. Other statutory roles, such as the Monitoring Officer and Director of Children's Services were also allocated to Service Director posts.

Officers reported similar conversations to consider the terms and conditions of the posts when evaluating the job role were taking place amongst HR colleagues in other authorities.

Public Health England would assist with the appointment and had advised that a salary of up to £110,000 per annum would be required for successful appointment. A market supplement over Hay Q was proposed with a maximum cap which the Selection Committee could determine and agree as appropriate depending on the background of the candidates.

Officers explained that the length of time taken to recruit into the role had been due to the required consultation with public health colleagues and reconsideration of the job description and terms and conditions..

The Committee proposed and agreed that the market supplement be reviewed after two years rather than the three years outlined in the Pay Policy and looked forward to hearing the results of the recruitment process.

RESOLVED –

- (1) that the Service Director, Public Health should be a JNC Chief Officer post;**
- (2) that the grade for the post will be HAY Q £81,098 to £89,205 be noted;**

- (3) that the advertisement of the post with a market supplement capped at a maximum of £20,795 per annum which will be reviewed after two years be approved; and**
- (4) that, if a supplement is required, the Selection Committee will set the level which will not exceed £20,795 per annum.**

HR

53.2/14

EXCLUSION OF PRESS AND PUBLIC

RESOLVED - that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act (as amended).

HR

54.2/14

VOLUNTARY SEVERANCE RELATING TO A SERVICE DIRECTOR

The Committee considered a report of the Service Director, Human Resources (agenda item no.10) considering the voluntary severance relating to a Service Director proposed as part of the ongoing restructure.

RESOLVED – that the dismissal of the Service Director for Care Provision be approved on the grounds of redundancy.

HR

55.2/14

DATE OF THE NEXT MEETING

RESOLVED – that the next meeting of the Human Resources Committee be held on 10th April 2014 at 2.00 p.m..

(The meeting ended at 3.30pm)

CHAIR