

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 10th April 2014 at 2.00 p.m.**

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

**HR
56.4/14 Apologies and Substitutions**

Apologies were received from Councillors Eddy, Hance and Payne.
Councillor Campion Smith attended as a substitute for Councillor Hance.

**HR
57.4/14 Declarations of Interest**

There were none.

**HR
58.4/14 Minutes of the Human Resources Committee – 27th February 2014**

RESOLVED – that the minutes of the meeting of the Human Resources Committee held on 27th February 2014 be confirmed as a correct record and signed by the Chair.

**HR
59.4/14 Public Forum**

There was one late item of public forum which the Committee agreed to accept. A copy was placed in the minutebook and Members took five minutes to consider it.

The items of public forum were noted in relation to the agenda item received in reference to.

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		Changes to HR policies arising from Full	7

HR
60.4/14

Organisational Restructure

The Committee received a report (agenda item no. 6) relating to progress with the organisation restructure since the last meeting and the proposed activities for the next phase.

As part of the presentation the following points were updated:

- Applications for voluntary severance accepted now totalled 269. Approximately 100 people had been informed of their status as a 'maybe' and these would receive further information following all ringfence interviews and matching processes in May.
- The next stage of the process for grades 1 – 9 would commence on 28th April 2014.

Following the presentation of the report, the following discussion points were raised:

- Members were pleased that the trade union representative reported helpful meetings and discussions.
- Managers had been reminded of the importance of 1:1 meetings with staff and the benefits of the employee assistance programme.
- Lessons learnt so far included unanticipated problems with the continual service data. The issue had been administrative and had resulted in extension of the deadline for two weeks. For the next tranche of the process (BG1-9) additional staff had been arranged to assist.
- The Public Health Team had been subject to a separate review due to their specific remit and terms and conditions, as well as consideration of key skills and expertise that should not be lost. If terms and conditions were proposed for change they would be subject to due consultation.
- Members were concerned about the possible negative impact of staff reductions and structure redesign on service delivery. Officers confirmed that the delivery of the restructure was being monitored by management and that service delivery was a matter for the scrutiny process.

- There was also concern regarding the pressure on retained employees to maintain service levels under increased workload expectations. In response, officers highlighted the positive impact of 'New Ways of Working' including techniques and processes within a more dynamic environment, more effective management and the equalisation of workloads.
- The leadership team would plan for change and consider elements of risk including the impact on staff groups such as young people and equalities groups. These aspects were being monitored and the equalities impact assessment would be emailed to the Members.
- Another measurement of performance would be through trade union representation and contribution to joint consultative committees.
- Members suggested that contract and service data should be measured and monitored. Councillor Gollop suggested key indicators be established to measure performance and impact on service delivery and agreed to highlight this with the Senior Leadership Team.
- Members were concerned that some employees were effectively 'in limbo' due to their 'maybe' status and others that left quickly due to the short timescales involved were not able to handover effectively. It was suggested that exit interviews should take place to address issues for the future.
- It was highlighted that there should be consistent communication with the public regarding changes to the delivery of services such as whether it was 'business as usual' or if there would be affects.

RESOLVED – that the report be noted.

**HR
61.4/14**

UPDATE REPORT ON CHANGES TO HUMAN RESOURCES POLICIES ARISING FROM THE FULL COUNCIL BUDGET MEETING OF FEBRUARY 2013.

The Committee considered a report of the Service Director, Human Resources (agenda item no. 7) providing the Committee with an update on ending overtime payments to employees graded at or above BG11. The report returned every six months (previously considered in June and November 2013).

In effect approx. £100k savings had been achieved compared to the previous financial year however, a small number of overtime payments continued to be made via exemptions where it was the most practical and cost effective method of payment in order to achieve service delivery.

A report would come to the next committee regarding the decision to cease temporary incremental increases.

In response to the report, Members made the following comments;

- The payroll system had been adapted to prevent payment except where an agreed exemption had been authorised by the HR Business Partner with a People Panel reference number.
 - The budget saving from the amendment in February 2013 needed to be weighed up against the additional costs to achieve service delivery such as substituted use of agency staff or contractors. Evidence of displaced costs needed to be considered for a fair representation of implications.
 - The Employee Welfare Survey annually monitored stress, health and sickness levels. It was suggested that the hours worked by staff no longer able to claim overtime should be monitored to assess increased stress within their working day. In response it was confirmed as the responsibility of managers to make judgements with regards to appropriate working hours under an alternative TOIL (time off in lieu) arrangement.
- * Officers confirmed that the flexitime scheme for all staff enabled longer working hours at particular times. Other staff were contracted to shift patterns and the contractual obligations of staff in senior positions outlined the expectation to work the hours required to do the job.

RESOLVED – that the report be noted.

**HR
62.4/14**

DATE OF THE NEXT MEETING

The Chair highlighted the work of the Fairness Commission in relation to the Living Wage and requested an update as to progress made. Councillor Gollop agreed to highlight with officers of the Fairness Commission and ask for a report to the next Committee.

RESOLVED

(1) that the next meeting of the Human Resources Committee be held on 15th May at 10am.

(2) that the provisional dates for the next municipal year be 3rd July 2014 (Annual General Meeting), 11th September 2014, 13th November 2014, 15th January 2015, 26th February 2015 and 16th April 2015 – all at 2pm.

(The meeting ended at 3.30 pm)

CHAIR