



Human Resources Committee

Date: 3rd July 2014
Time: 2pm
Place: In a Committee Room in City Hall

Labour	Liberal Democrat	Conservative	Green
Cllr Wollacott Cllr Rylett Cllr Langley	Cllr Leaman	Cllr Eddy	Cllr Radice

If you have any questions about this agenda, please contact the officers shown below:-

Ruth Quantock
Democratic Services Officer
Contact Tel No: 0117 92 22828
email: ruth.quantock@bristol.gov.uk

www.bristol.gov.uk

Fax no: (0117) 92 22146

Agenda published: 25th June 2014

Produced by the Democratic Services, City Hall, College Green,
Bristol BS1 5TR

Public Information

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 for absence, substitutions and introductions

2. Annual Business

a. Election of Chair 2014/15

- to elect a Chair of the Committee for 2014/15

b. Election of Vice Chair 2014/15

- to elect a Vice Chair of the Committee for 2014/15

c. Membership of Committee

- to note the details of the current membership as set out at the head of this agenda

d. Terms of Reference

- please note the attached terms of reference for the Committee agreed by Annual Council at its meeting on 10th June 2014

e. Forward Plan

- to suggest ideas for the agenda for the coming year.

f. Date and Times of meetings 2014/15

- the note the dates and times proposed as:

3rd July 2014 at 2pm

11th September 2014 at 2pm

13th November 2014 at 2pm

15th January 2015 at 2pm

26th February 2015 at 2pm

16th April 2015 at 2pm

3. Public Forum

(time limit for this item - 30 minutes)

Any member of the public or councillor may participate in Public Forum. The detailed arrangements for so doing are set out 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 question(s) must be received at the latest by **5pm on 27th June 2014**

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 2nd July 2014**

The notice should be addressed to the Service Director, Legal Services, c/o The Democratic Services Team, Room 220, City Hall, College Green, Bristol BS1 5TR, marked for the attention of Ruth Quantock, or email democratic.services@bristol.gov.uk

4. Declarations of Interest

(Councillors are required to declare any interest they have relating to matters on the agenda)

2.05pm

5. Minutes

(time limit for this item-5 minutes)

- Minutes of the HR Committee meeting held on 15th May 2014 are attached for approval

2.10pm

6. Work Programme

(time limit for this item - 5 minutes)

- Work Programme for consideration.

7. Whipping

- to give notice of any matters included on this agenda on which political groups intend to exercise a party whip.

2.15pm

8. Chair's Business

(time limit for this item - 5 minutes)

- to receive brief announcements and information updates from the Chair as necessary. There shall be no discussion or debate on this item.

2.20pm

9. One off payment to Apprentices on the Apprenticeship Programme

- to consider and determine whether apprentices in post as at 31 October 2014 should receive a “one-off” payment linked to the achievement of particular milestones.

2.30pm

10. Review of Agency Figures

Powerpoint visual attached.

2.40pm

11. Further update report on changes to human resources policies arising from the Full Council budget meeting of February 2013.

- to provides the Committee with an update on ending temporary additional increments above the grade.

2.50pm

12. Organisational Restructure Update

- To update the Committee on the progress of the organisational restructure. Further information will follow.

13. Urgent Business

The Chair will explain any grounds for urgency and special circumstances. The grounds will be recorded in the minutes.

3.10pm

14. Date of the Next Meeting

- to note that the next meeting will take place on 11th September 2014 at 2pm

NB: timings of agenda items – timings are indicative only and may be delayed by up to 30minutes in the event of Public Forum business being received.

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 City Hall, 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

You can find papers for all our meetings on our website at www.bristol.gov.uk

You can also inspect papers at either the City Hall Reception or at our Record Office, “B” Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail bro@bristol.gov.uk; telephone 0117 92 24236.



Other formats and languages and assistance For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms in City Hall 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 headset. 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 written statement or present a petition to most meetings, provided that:

- the statement, or in the case of a petition the subject matter, is received by Democratic Services no later than **12.00 noon on the working day before the meeting** and
- the statement or petition is about a matter which is the responsibility of the committee concerned.

Statements and the subject matter of petitions should be e-mailed to democratic.services@bristol.gov.uk or sent to Bristol City Council, Democratic Services Section, Room 220, City Hall, College Green, Bristol, BS1 5TR, or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be printed for Members of Council and made available at the Meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

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.

Process during the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- 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, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

Register of Interests

The Register of Interests for Members is available on our website at www.bristol.gov.uk

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.