

AGENDA ITEM 3

BRISTOL CITY COUNCIL

**MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE
HELD ON 3 JULY 2014 AT 2.00 p.m.**

P Councillor Eddy
P Councillor Langley
P Councillor Leaman
P Councillor Radice
P Councillor Rylatt
A Councillor Wollacott

HR

1.7/14

APOLOGIES, SUBSTITUTIONS AND INTRODUCTIONS

(agenda item 1)

Apologies were received from Councillor Wollacott.
There were no substitutions.

HR

2.7/14

ELECTION OF CHAIR 2014/15

(agenda item 2a)

**RESOLVED - that Councillor Wollacott be elected
Chair of the Human Resources
Committee for the 2014/15 municipal
year.**

HR

3.7/14

ELECTION OF VICE-CHAIR 2014/15

(agenda item 2b)

**RESOLVED - that Councillor Eddy be elected Vice-
Chair of the Human Resources
Committee for the 2014/15 municipal
year.**

Given that Cllr Wollacott had given his apologies, Cllr Eddy here
took the Chair.

**HR
4.7/14**

MEMBERSHIP OF COMMITTEE

(agenda item 2c)

RESOLVED - that the membership of the Human Resources Committee for the 2014/15 municipal year be noted, as follows:-

**Councillor Eddy
Councillor Langley
Councillor Leaman
Councillor Radice
Councillor Rylatt
Councillor Wollacott**

**HR
5.7/14**

TERMS OF REFERENCE

(agenda item 2d)

RESOLVED - that the terms of reference of the Human Resources Committee for the 2014/15 municipal year, as agreed by the full Council at its annual meeting on 10 June 2014, be noted.

**HR
6.7/14**

FORWARD PLAN

(agenda item 2e)

The committee discussed the issue of potential items which could be included within the forward work plan.

It was suggested that the following items be included:

- Use of compromise agreements (as per the previous committee request.
- Organisational restructure (standing item).
- Relevant policy changes.

It was also agreed that updates on any staffing impact from the Single Change Programme should be reported initially to the Chair, Vice-Chair and party leads via the agenda briefing (with a view to members advising as and when a formal report(s) was

required to the committee.

RESOLVED - that the above information be noted and incorporated as necessary into the committee's work programme.

HR

7.7/14

DATES AND TIMES OF MEETINGS 2014/15

(agenda item 2f)

RESOLVED - that the Human Resources Committee meet on the following dates in the 2013/14 municipal year, commencing at 1.30 p.m. :

11 September 2014

13 November 2014

15 January 2015

26 February 2015

16 April 2015

HR

8.7/14

PUBLIC FORUM

(agenda item 3)

The following public forum items were received in relation to

- agenda item 9 - One off payment to apprentices on the apprenticeship programme.

- agenda item 10 - Review of agency figures

- agenda item 12 - Organisational restructure update:

- a. Written statement from the GMB
- b. Written statement from UNITE.

It was agreed that these statements should be considered alongside the relevant agenda item.

HR

9.7/14

DECLARATIONS OF INTEREST

(agenda item 4)

There were no declarations of interest.

HR
10.7/14

MINUTES - HUMAN RESOURCES COMMITTEE – 15 MAY 2014
(agenda item 5)

RESOLVED - that the minutes of the meeting of the Human Resources Committee held on 15 May 2014 be confirmed as a correct record and signed by the Chair, subject to noting that the meeting had finished at 11.20 a.m. (i.e. not 11.20 p.m, as indicated in the document).

HR
11.7/14

WORK PROGRAMME 2014-15
(agenda item 6)

The committee considered a draft work programme for 2014-15.

In discussion, the following additions / adjustments to the programme were agreed:

- A report on harmonising pension arrangements for public health staff to be scheduled for September or November.
- A report on taking forward the living wage proposals to be scheduled for September.

RESOLVED - that, subject to the above, the work programme be endorsed.

HR
12.7/14

ONE OFF PAYMENT TO APPRENTICES ON THE APPRENTICESHIP PROGRAMME
(agenda item 9)

The committee considered a report asking members 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.

The public forum statements submitted respectively by the GMB and UNITE were noted.

In response to issues raised in the public forum statements, the

HR officer representative advised that:

- in their first year, apprentices received £3.20 per hour;
- in their second year, apprentices received the minimum wage.
- apprentices also received training and development opportunities to help prepare them for the workplace.

RESOLVED – That, as per the option set out in the report, approval be given to apprentices in post as at 31 October being given a “one-off” payment of £250, linked to the the achievement of the NVQ level 2 and level 3 national qualification.

HR

13.7/14

REVIEW OF AGENCY FIGURES

(agenda item 10)

The committee considered a summary paper, advising the latest position in relation to agency spend and use.

The public forum statements submitted respectively by the GMB and UNITE were noted.

In response to issues raised in the public forum statements, the HR officer representative drew attention to the fact that the Council was committed to delivering year-on-year savings across the workforce category defined as “temporary/agency staff and consultancy.” Committee members’ attention was drawn to the “expected outcomes” column. The summary report submitted to this meeting represented an interim report, and it was acknowledged that further progress needed to be made and that agency use should only take place where this was appropriate.

It was noted that officers would respond separately to the point raised by the GMB about use of agency staff in elderly people’s homes.

RESOLVED - That the report and the above information be noted.

HR
14.7/14

FURTHER UPDATE REPORT ON CHANGES TO HUMAN RESOURCES POLICIES ARISING FROM THE FULL COUNCIL BUDGET MEETING IN FEBRUARY 2013
(agenda item 11)

The committee considered an update report on ending temporary additional increments above the grade.

In discussion, it was noted that it was officers' view that although the arrangements currently in place (as described in the report) were being paid outside of Council policy, there was no other practical way in which pay could be adjusted to recompense employees for undertaking duties additional to their substantive posts. All the arrangements in place were temporary and being kept under review, and would be stopped when it was appropriate to do so. At the current time, officers considered it essential to retain this flexibility in terms of service provision.

RESOLVED - That the report be noted.

HR
15.7/14

ORGANISATION RESTRUCTURE UPDATE
(agenda item 12)

The committee considered an update report on the organisation restructure.

The public forum statements submitted respectively by the GMB and UNITE were noted.

In response to issues raised in the public forum statements, the HR officer representative advised:

- that only a small number of BG 1-9 staff were now awaiting decisions on voluntary severance applications. There had been some delay in informing staff, but this had been in the interests of seeking to give certainty about decisions to as many staff as possible.
- that the next key focus was to ensure that meaningful consultation took place with BG 1-9 staff.
- in practice, the implementation date of new BG1-9 structures would now be October.

In response to a question from the Chair, it was noted that officers would clarify the position in relation to security staff, in the context

of the Bristol Workplace project.

RESOLVED - That the progress on the organisation restructure and the proposed activities for the final phase, as set out in the report, be noted.

HR

16.7/14

DATE OF NEXT MEETING

RESOLVED - that it be noted that the next meeting of the Human Resources Committee be held on 11 September 2014 at 1.30 p.m.

HR

17.7/14

URGENT BUSINESS

The Chair advised that he would permit two items of urgent business on the grounds that committee members urgently wished to be updated on the following matters:

- Potential appointment / secondment of adviser to the Mayor: The HR officer representative undertook to clarify the position and to advise committee members as soon as possible of the outcome.

- Issue of recovery / claw back of shift allowances (care home staff): The HR officer representative undertook to investigate this matter and to advise committee members as soon as possible of the outcome.

CHAIR