

**To: All Members of the Human Resources Committee**

Councillor Eddy (C)  
Councillor Leaman (LD)  
Councillor Langley (L)  
Councillor Wollacott (L)  
Councillor Rylatt (L)  
Vacant (G)

Reply to: Ruth Quantock  
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TextBox  
Email: ruth.quantock@bristol.gov.uk

Date 18 February 2015

Councillor Cook – Assistant Mayor for Business Change, Resources and the Arts (LD)

(L = Labour, LD = Liberal Democrat, C = Conservative G = Green)

Dear Member

**HUMAN RESOURCES COMMITTEE**

You are invited to attend a meeting of the Human Resources Committee to be held on **Thursday 26 February 2015 at 1.30 pm** in a committee room at Brunel House, St George's Road, Bristol, BS1 5UY.

The agenda for the meeting is set out overleaf.

Yours sincerely



Ruth Quantock  
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. Urgent Business**

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

**4. Minutes of the meeting of the Human Resources Committee held on 22 January 2015 (Page 9)**

To be confirmed as a correct record and signed by the Chair.

**5. Action Sheet (Page 15)**

To note the action sheet.

**6. 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 20 February 2015**.

**Petitions and statements :**

Petitions and statements must be received by 12.00 noon on the working day prior to the meeting. For this meeting, this means that submissions must be received at the latest by **12.00 noon on Wednesday 25 February 2015**.

Notification of your public forum business should be addressed to the Head of Legal Services, c/o Democratic Services Section, Room 220, City Hall, College Green, Bristol BS1 5TR and marked for the attention of Ruth Quantock or by electronic mail to ([democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk))

- 7. 2015/16 Pay Policy Statement**  
**- For recommendation to Full Council (Page 17)**

**Date of next meeting**

The next meeting is scheduled for 16 April 2015 at 1.30 pm

# Public Information Sheet

## Emergency Evacuation Procedure

### **Brunel House Emergency Evacuation Plan**

In an emergency, evacuate the building using the nearest fire exit unless advised otherwise by the Chief Fire Warden or emergency services.

### **Fire Assembly Area**

The assembly point is at the top of the Brandon Steep in the park area (or as advised by the Chief Fire Warden).

### **Fire Alarm Tests**

Fire alarm is tested for no more than 15 seconds on each Tuesday at 9.30 am.

## 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](http://www.bristol.gov.uk)

You can also inspect papers at Brunel House Reception, St George's Road, Bristol BS1 5UY.

### **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 Brunel 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 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](mailto:democratic.services@bristol.gov.uk) or sent to Bristol City Council, Democratic Services Section, 4<sup>th</sup> Floor Clifton Wing, Brunel House, PO Box 3176, Bristol BS3 9FS (Postcode for satnav purposes is BS1 5UY), 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](http://www.bristol.gov.uk)

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

### Webcasting/Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for 2 years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now mean that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting. (Oral commentary is not permitted during the meeting as it would be disruptive) Members of the public should therefore be aware that they may be filmed by others attending and that is not within the Council's control.