

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.



AGENDA ITEM NO 5

Bristol City Council

Minutes of the Human Resources Committee

Thursday 16 April 2015 at 12.00 noon

Present:

Councillors Mike Wollacott, Mike Langley and Chris Jackson

Officers in attendance:

Richard Billingham - Service Director Human Resources, Alex Holly – People Business Partner, Mark Williams – People Business Partner, Mike Cook, HR Advisor, Helen Sinclair-Ross, HR Change and Performance Manager and Ruth Quantock - Democratic Services Officer

61. Apologies, Substitutions and Introductions

Apologies were received from Cllrs Naomi Rylatt (sub Chris Jackson), Richard Eddy and Tim Leaman.

62. Declarations of Interest

None.

63. Urgent Business

None.

64. Minutes of the meeting of the Human Resources Committee held on the 26 February 2015.

Resolved: that the minutes be agreed as a correct record and signed by the Chairman

65 Action Sheet

The Action Sheet was noted.

66 Public Forum

The following Public Forum items had been received:-

Agenda Item	Author of Statement/Question	Subject of Statement	No
7	Alderman Brian Price	Support for apprentices in Year 1 and Year 2	1

Brian Price spoke to his statement which raised issues around what work was being done by the Council as a Corporate Parent to support care leavers into Employment, Education and Training and in particular opportunities for work based learning and apprenticeships. The Committee agreed that it would be considered in conjunction with the relevant item which was next on the agenda. A copy of the statement is available in the Minute Book held by Democratic Services.

67 Support for Apprentices in Year 1 and 2

The Committee considered a briefing note (agenda item 7) which had been requested by Members at a previous meeting and which set out the current position of work in progress to introduce additional support to apprentices in order to improve their experience within Bristol City Council and increase retention.

The following key issues were noted during the discussion that took place:-

- A further report will be presented to the next HR Committee (25 June) to consider the training allowances currently paid to apprentices. It would also ask Members to consider an additional Care Leavers' allowance in order to increase the participation of Care Leavers within the apprenticeship scheme. The allowance will set out to reduce the negative financial impact currently experienced by Care Leavers undertaking an apprenticeship.
- One member commented that a one day induction course was not sufficient for a person who had come straight from school/college with no experience of the work place environment. He was aware that other large organisations put on induction weeks for new starters, this might include visiting other departments to get a sense of the bigger picture and how the organisation works. It was important to provide ongoing 1 to 1 mentoring and shadowing to give apprentices a better grounding.

- Officers confirmed that apprentices have a mentor allocated to them from day one to support them on workplace issues and offer pastoral care.
- The council currently has a really good retention rate of apprentices and there were future plans to look at various initiatives to ensure that opportunities exist for apprentices to develop into permanent roles, within the council.

Resolved: that the briefing note be noted and that the comments made above be considered by officers in taking this piece of work forward.

68 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act (as amended).

69 Service Director Care & Support, Children and Families, Market Supplement

(Exempt under paragraph 1 – information relating to an individual)

The Committee considered an exempt report of the Service Director Human Resources (agenda item no. 9) relating to the application of a salary supplement to the post of Service Director: Care & Support, Children and Families, if required in order to attract and secure the appointment of the best person for the post.

Resolved: that the application of a market supplement if required for the current recruitment to the post be approved.

70 Modernising pay and employment contracts

(Exempt under paragraph 4 – relating to any consultations or negotiations, in connection with any labour matter relations between the authority and employees of the authority).

The Committee received an update from Mark Williams, People Business Partner on the launch of a new employment contract (called the Bristol Contract) and changes to the council's Working Arrangements Policy (WAP).

Resolved that the update be noted

Date of Next Meeting – 25 June 2015 at 1.30 pm

The meeting ended at 1.30 pm

Chairman