

Human Resources Committee



Date: Thursday, 17 December 2015

Time: 2pm

Venue: Brunel House, St Georges Road, Bristol BS1 5UY

Distribution:

Councillor Mike Wollacott (Chair)
Councillor Stephen Clarke (Vice Chair)
Councillor Richard Eddy (Lead)
Councillor Mike Langley
Councillor Naomi Rylatt
Councillor Tim Leaman (Lead)
Councillor Gollop – Deputy Mayor

Copies to:

Richard Billingham – Service Director, Human Resources
Mark Williams – People Business Partner
James Brereton – Human Resources Advisor

Issued by: Louise deCordova, Democratic Services
Floor 4, Brunel House (Clifton Wing), Bristol BS1 5UY

Tel: 0117 92 22384

E-mail: democratic.services@bristol.gov.uk

Date: Wednesday, 9 December 2015



Agenda

1. Apologies for absence 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 24 September 2015, Page 7

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

5. Action Sheet, Page 17

To note the action sheet.

6. Public Forum

Time allowed for this item: 30 minutes

Any member of the public or councillor may participate in Public Forum. The detailed arrangements 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 in this office at the latest by **5.00 pm on Friday 11 December 2015.**



Petitions and Statements :

Petitions and statements must be received on the working day prior to the meeting. For this meeting, this means that your submission must be received in this office at the latest by **12.00 noon on Wednesday 16 December 2015**.

The notice should be addressed to Legal & Democratic Services, c/o the Democratic Services Team, Brunel House, St Georges Road, 4th Floor Clifton Wing, PO Box 3176, Bristol, BS1 9FS and marked for the attention of Louise deCordova or email: democratic.services@bristol.gov.uk.

7. Work Programme 2015/16, Page 19

To note progress against the work programme.

8. Human Resources Dashboard to 30 September 2015, Page 21

To note the update report.

9. Performance Management, Page 29

To note the update report.

10. Volunteering Policy, Page 35

Report for information.

Date of next meeting:

The next meeting is scheduled for 18 February 2015 at 2.00 pm.



Public Information Sheet

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 Brunel House 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 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, Brunel House St Georges Road Bristol 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 copied to 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.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded in the papers circulated to the 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.



We will try to remove personal information 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 in 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.

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 two 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 means 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.

