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Bristol City Council Minutes of the Human Resources Committee (Annual General meeting)

4 July 2019 at 10 am



Members Present:-

Councillors: Harriet Bradley, Richard Eddy, Ruth Pickersgill, Paula O'Rourke, Jon Wellington

Officers in Attendance:-

John Walsh (Director: Workforce & Change), Mark Williams (Head of Human Resources), Mark Jefferson (Workforce Analytics Manager), Steve Gregory (Democratic Services)

Also in attendance: Jane Carter, Branch Secretary UNISON.

1. Election of Chair for 2019/20

Councillor Jeff Lovell was elected Chair for 2019/20. As Councillor Lovell had given his apologies, it was noted that the Vice Chair would be required to take the Chair for this meeting.

2. Election of Vice Chair for 2019/20

Councillor Paula O'Rourke was elected Vice-Chair for 2019/20. Councillor Paula O'Rourke took the Chair for this meeting in the absence of the Chair.

3. Apologies for Absence

Apologies received from Councillor Jeff Lovell and Councillor Gary Hopkins, no substitutes.

4. Welcome, Introductions and Safety Information

The Chair welcomed all parties to the meeting and introductions were made.

5. Membership of Human Resources Committee

Membership of the Human Resources Committee for 2019/20, set out below, was noted.

Councillors Harriet Bradley, Richard Eddy, Gary Hopkins, Jeff Lovell, Ruth Pickersgill, Paula O'Rourke, Jon Wellington.

6. Terms of Reference

The Terms of Reference were noted.

7. Dates and times of meetings for 2019/20

Agreed that all future meetings would commence at 10 am on the following dates -

26 September 2019;
7 November 2019;
16 January 2020;
5 March 2020;
30 April 2020.

8. Declarations of Interest

There were no declarations of interest.

9. Minutes of the previous meeting

Resolved – that the Minutes of the previous meeting held on 9 May 2019 be agreed as a correct record and signed by the Chair subject to Minute 9 (2) being re-worded as – ‘Some Members expressed the view that the report was incomplete and should have included the salary of the Interim Director for Growth and Regeneration’.

Matter arising from Minute No. 4 – regarding writing to Councillor Cheney this had not yet been done, the Head of Human Resources agreed to draft a letter on behalf of the former Chair, Councillor Jon Wellington.

10. Public Forum

None received.

11. Work Programme

The Committee considered the draft Work Programme for 2019/20. The following amendments were made and agreed –

1. September meeting to include a presentation about the Council’s new HR and Payroll System iTrent system following some concerns that had been raised by employees to members of the committee. Individual cases raised to be referred to Head of Human Resources;
2. Gender Pay gap for April meeting to include other equalities issues, ethnicity, disability;
3. Equality issues around selection of senior officers to be included under HR Policies at the September meeting.

12. Exclusion of the Press and Public

That under s.100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) 1 (respectively) of Part 1 of schedule 12A of the Act.

13. Salary of Executive Director - People

The Committee was advised that following a benchmarking exercise and a review of the roles and responsibilities of this post, it had been recommended that the annual salary for this appointment be set at the maximum of the range for the Executive Director – People role.

After due consideration, the recommendation was put to the vote. There were two members in favour, two against and one abstention. The Chair then exercised her casting vote, in favour, and it was -

Resolved – that the annual salary for the Executive Director - People be set at the maximum of the salary range for this appointment.

14. Salary of Director Education & Skills and Executive Chair: Bristol Holding Company

The Committee was advised that the Selection Committee had resolved to recommend that the annual salary for both of these appointments be set at the maximum of the range for the Director Education & Skills and Executive Chair: Bristol Holding Company roles respectively.

Arising from discussion the Committee looked at the processes regarding the setting of salaries and in particular the starting salary point of newly appointed senior staff with a view to having more control on the amounts paid and where on the pay scale they should commence. It was noted that the Selection Committee played an important role in this, subject to ratification by the HR Committee. It was suggested that that it might be preferable for the Selection Committee to determine starting salaries at the appointment stage as long as they had all the facts including market pay data being available when coming to a decision on pay.

It was agreed that the concerns and ideas raised should be put to Councillor Cheney (Deputy Mayor with responsibility for Finance, Governance and Performance) with a request that he address the concerns of the HR Committee and with a proposal to give more control over the process in a more transparent way.

After due consideration and on being put to the vote it was unanimously -

Resolved –

- 1. That the annual salaries for the Director Education & Skills and Executive Chair: Bristol Holding Company be set at the maximum of the salary range for their respective appointments;**
- 2. That the concerns and ideas raised about the setting of salaries and in particular the starting salary point of newly appointed senior staff be conveyed to Councillor Cheney (Deputy Mayor with responsibility for Finance, Governance and Performance) with a request that he address the concerns of the Human Resources Committee with a proposal to give more control over the salary payment process for senior council officers.**

15. Exempt Minute Extract – 9 May, 2019

Resolved – that the exempt Minute extract for the meeting held on 9 May 2019 be agreed as a correct record and signed by the Chair.

The meeting ended at 11 am

CHAIR