

HR Committee

3rd August 2016



Report of: Service Director HR & Workplace

Title: Work programme 2016-17

Ward: N/A

Officer Presenting Report: Richard Billingham

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Recommendation

That the Committee decides its work programme for 2016/17.

Summary

The report sets out some areas of HR policy and practice that the HR Committee may wish to consider exploring as part of its work programme for 2016-17.

The significant issues in the report are:

- The Mayor and some councillors have expressed a desire to change the culture of the Council, particularly in relation to its approach to workforce equality and diversity.
- The election manifesto of the new administration contained commitments to:
 - Become a Living Wage Employer
 - Tackle the gender and race pay gap
 - Not use zero hours contracts
 - Deal with the issue of travel time for home care workers
 - Contribute to and sign up to the Bristol Apprenticeship kite mark and the Apprentice Travel Card
 - Ensure the voices of trade unions and front-line staff are heard when shaping Council services.
- There are a number of other areas of HR policy and practice that the Committee may wish to review/consider.

Policy

1. Not applicable.

Consultation

2. **Internal**
Not applicable.
3. **External**
Not applicable.

Context

4. The HR Committee normally sets its own work programme each year. The Committee is due to have a total of five meetings in 2016/17. Keeping to two or three the number of key items to be considered at each meeting usually ensures that there is not only enough time to properly consider each one, but also sufficient officer support so that preparation is thorough.
5. Possible items are as follows:
 - 5.1. The Mayor and some councillors have expressed a wish to change the Council's culture, particularly in relation to its approach to equality and diversity amongst its staff.
 - 5.2. The election manifesto of the new administration contained commitments to:
 - 5.2.1. Become a Living Wage Employer
 - 5.2.2. Tackle the gender and race pay gap
 - 5.2.3. Not use zero hours contracts
 - 5.2.4. Deal with the issue of travel time for home care workers
 - 5.2.5. Contribute to and sign up to the Bristol Apprenticeship kite mark and the Apprentice Travel Card
 - 5.2.6. Ensure the voices of trade unions and front-line staff are heard when shaping Council services.
 - 5.3. **Employee engagement** (including "employee value proposition", staff surveys). How do we increase the pride of our staff in our organisation?
 - 5.4. **Workforce changes arising from the Council's budget.** How do we monitor the impact, and how do our HR policies and practices need to evolve as a result?
 - 5.5. **Talent development** (including apprenticeships, career pathways). How do we spot and develop talent to meet both the needs of the organisation and individuals?
 - 5.6. **Performance management.** How well do we use our systems to inspire our staff to achieve organisational goals?
 - 5.7. **Pay and reward.** How do our existing pay structures need to change to suit the needs of a

smaller, more agile Living Wage Employer? How should we expand/tailor our employee benefits? How should we communicate the value of our overall pay and reward package?

- 5.8. Workforce intelligence.** What key metrics should we report on? How, and how often, should we present the data? How do we then respond to what it tells us?
- 5.9. Workforce planning and development.** What role could Guidant/our contingent workforce play? How do we go about filling gaps in knowledge and skills – or avoiding them in the first place? What about succession planning? What is our “offer” in respect of learning and development?
- 5.10. Health and well-being.** How do we improve the health and well-being of our staff? What impact will this have on workforce productivity?

Proposal

6. That the Committee decides its work programme for 2016/17.

Other Options Considered

7. None, as this report is for information only.

Risk Assessment

8. Not applicable.

Public Sector Equality Duties

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
 - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);

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- encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
 - tackle prejudice; and
 - promote understanding.

8b) No equality impact assessment has been undertaken because this report is for information only.

Legal and Resource Implications

Legal

None, as this report is for information only.

Financial

(a) Revenue

None, as this report is for information only.

(b) Capital

None, as this report is for information only.

Land

Not applicable.

Personnel

Not applicable.

Appendices:

None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None.