



BRISTOL CITY COUNCIL

HUMAN RESOURCES COMMITTEE

ANNUAL REPORT 2022-23

1. Introduction

- 1.1 The Human Resources Committee is a non-executive committee of the Council. The committee is the primary means by which Full Council obtains assurance in relation to workforce management in the Council. The committee also has some non-executive powers which are set out in its terms of reference. The Human Resources Committee's primary responsibilities relate to the Chief Executive, Executive Directors and Directors. The Chief Executive is responsible for all other staffing matters and the day-to-day management of the organisation as the Head of Paid Service.

2. Terms of Reference

- 2.1 The Committee's approved Terms of Reference for 2022/23, which are published on the Bristol City Council website, can be summarised as:
- The employment and remuneration of the Chief Executive (Head of Paid Service), Executive Directors and Directors.
 - Full Council has delegated to the Committee the power to determine the terms and conditions on which employees hold office including procedures for their dismissal (s.112 Local Government Act 1972) and functions relating to local government pensions (regulations under s.7, 12 and 24 Superannuation Act 1972).
 - The oversight and scrutiny of the wellbeing, performance and employment practices of the council and its workforce, and the implementation of its equality policies relating to employees.

3. Membership and Meetings of the Committee

- 3.1 The Committee was chaired during 2022/23 by Councillor Lorraine Francis. The Committee comprised of nine members as indicated in the table below. Councillor Farah Hussain was the Vice Chair.
- 3.2 The Committee met formally on five occasions during 2022/23 and extraordinary meetings were held on a further two separate occasions. All meetings were quorate and held at City Hall.

Table 1- Human Resources Committee Attendance 2022/23:

Member	No. of Meetings Held	No. of Meetings Attended
Lorraine Francis (Chair)	7	7
Farah Hussain– Vice Chair	7	5
Lesley Alexander	7	3
Kerry Bailes	7	6
Sarah Classick	7	7
Amirah Cole	7	3
Richard Eddy	7	5
Mohamed Makawi	7	1
Tim Wye	7	6

- 3.3 In addition to the Committee Members, the Director of Workforce and Change and the Head of Human Resources supported the work of the Committee. Other officers, as appropriate, attended Committee meetings.

- 3.4 A range of reports were considered during the year, the details of which are provided in Appendix 1. Additionally, at each meeting, the Committee's work programme was reviewed for continued relevance and progress against actions required by the Committee was monitored. Public and Trade Union forum was also received at some meetings.

4. The Work and Activity of the Human Resources Committee in 2022/23

- 4.1 This annual report captures key messages from the work of the Committee during the full year.

Equalities and Inclusion

- 4.2 The Committee received reports from officers on the work taking place in the organisation, namely the activities of the Staff-Led-Groups; the actions being taken to close pay gaps in relation to gender, race, disability and LGB; recruitment and retention and the impact on improving workforce diversity, including apprenticeships; Health, Safety and Well-being; and the views of staff on equality and inclusion through the staff survey. The Committee also welcomed the opportunity to meet informally with representatives of the Council's Staff-Led Groups.

Health Safety and Wellbeing

- 4.3 The Committee received an annual report from the Head of Health, Safety and Wellbeing regarding corporate arrangements for how health, safety and wellbeing was managed to provide assurance on key areas of work and the improvement plan for 2023/24. The Committee also received a report and presentation on sickness absence trends, which highlighted the impact it has on the wellbeing of the workforce.

Pay for Senior Officers

- 4.4 The 2023/24 Pay Policy Statement was considered and recommended to Full Council in March 2023. Members of the Committee have divergent views on the Pay Policy Statement. The Committee also agreed the terms and conditions of employment for the role of Interim Chief Executive and received updates on national pay negotiations.

Armed Forces Covenant

- 4.5 The Committee welcomed the organisation's application for the Armed Forces Covenant Bronze Award. The Council demonstrates its ongoing commitment to support members of the armed forces, veterans and wider armed forces community both in the workplace and the City by joining the Defence Employer Recognition Scheme. The Committee also recommended that officers develop an implementation plan to progress towards becoming a Silver Award employer by November 2023.

Budget Savings

- 4.6 The Committee received reports from officers on the workforce implications of the 2023/24 budget. Officers explained the measures in place to reduce or remove the need for compulsory redundancies. The Committee also received information on staff changes to Localities and Community Teams within Adult Social Care. Recommendations from the report have been incorporated into Council good practice guidance on managing change.

Annual Pensions Report

- 4.7 The Committee received the annual report on the work of the Avon Pension Fund. Councillor Pearce (the Council's representative on the Fund Committee) presented the report to the Committee. Concerns were expressed by the Committee in relation to the Fund's ethical investment strategy. At the request of the Committee, the Chief Executive made representations to the Fund with the support of Councillor Pearce regarding the members survey. In response, the Fund confirmed it will primarily use its committee and pension board members (including our representative – currently Councillor Pearce) to help frame questions in future surveys. The Fund also committed to exploring (primarily through the Council's Section 151 Officer) how appropriate feedback processes to the Fund can be put in place.

5. CONCLUSION

- 5.1 The Committee's has discharged its obligations under its terms of reference.
- 5.2 The Committee believes the organisation is making progress in the areas that fall within its purview.
- 5.3 The Committee would like to record its thanks to all officers who have assisted and supported in its work.

Appendices:

Appendix 1 – Reports considered by the Human Resources Committee in 2022/23

21 July (AGM)	<ul style="list-style-type: none">• Work Programme• Annual Report to Full Council• Staff Led Groups Annual Work programme• Gender/Race/Disability/LGB Pay Gap
22 September	<ul style="list-style-type: none">• Staff Survey Results 2022• Information report on HR policy consultations, national status pay negotiations.• Update on Council Wide Change Programmes (Common Activities, Management and Capacity Review, Succession Planning)• HR dashboard
15 December	<ul style="list-style-type: none">• Armed Forces Covenant• Sickness – thematic review• HR dashboard
16 February	<ul style="list-style-type: none">• Health Safety & Wellbeing Annual Report• HR dashboard - Contingent Workforce (Interim, Agency & Consultancy)• Pay Policy Statement• Update on Budget Savings Proposals
27 April	<ul style="list-style-type: none">• Apprentice Annual Report• Avon Pension Fund annual report• HR dashboard - Recruitment Thematic Review

2 Extraordinary meetings of the HR Committee were also held on 11 August 2022 and 1 March 2023