

# Bristol City Council

## Minutes of the Human Resources Committee

20 July 2023 at 5.00 pm



### Members Present:-

**Councillors:** Lesley Alexander, Kerry Bailes, Amirah Cole, Richard Eddy, Lorraine Francis, Farah Hussain and Tim Wye

## 1 Welcome, Introductions and Safety Information

The Chair welcomed everyone to the meeting and the Clerk noted that there were some AGM procedural items to be covered that weren't included in the meeting papers, which were as follows:

The Committee noted that at its meeting on 9<sup>th</sup> May 2023, Annual Full Council appointed Councillor Lorraine Francis as Chair and Councillor Farah Hussain and Vice-Chair of the Human Resources Committee for the 2023/24 Municipal Year.

The Committee noted the membership of the Human Resources Committee for 2023/24 as set out below: Councillors Lorraine Francis, Lesley Alexander, Richard Eddy, Tim Wye, Farrah Hussain, Kerry Bailes, Amirah Cole, Sarah Classick and Mohamed Makawi.

The Committee agreed that meetings for 2023/24 would be held on the following dates, all commencing at 5pm:

21 September 2023

14 December 2023

15 February 2024

25 April 2024

## 2 Apologies for Absence

Apologies for absence were received from Cllrs Sarah Classick and Mohamed Makawi.



### 3 Declarations of Interest

There was none.

### 4 Minutes of the Previous Meeting

**Resolved; That the minutes of the previous meeting on 27<sup>th</sup> April 2023 be approved as a correct record.**

#### Matter arising

Minute item no.6 regarding concerns around the transfer of security and cleaning staff to Bristol Waste Company.

Members were concerned that the Council's Constitution did not allow for consideration of matters from staff who have transferred from the Council to other employers (including wholly-owned BCC companies).

The Chair raised the Committee's concerns with the Chair of OSMB and the Committee were advised that this was not within the Terms of Reference for the Human Resources Committee. Any queries relating to this matter could be redirected to the service going forwards. It was noted that this matter was to be discussed at an upcoming informal meeting of OSMB.

### 5 Public Forum

The Committee received and noted the following Public Forum items:

- One question from Suzanne Audrey regarding the Executive Director of Children and Education. Suzanne was not present at the meeting.

### 6 Trade Union Forum

There was none.

### 7 Work Programme

The Head of HR introduced the item and noted that there would be some familiarity in the Work Programme from the last municipal year. The team had incorporated suggestions from the Committee and had amended the programme as appropriate.



It was noted that specifically, the Council's Pay Policy Statement had been brought forwards to December to allow more time for discussion. Cllr Wye raised the need for the inclusion of interims and consultants in the Pay Policy Statements and was advised that this would be covered in this item as well as the 'HR Dashboard – Agency Workers' section of the work programme that was also currently scheduled for the Committee meeting on 14 December.

## **8 Human Resources Committee Annual Report**

The Director for Workforce & Change introduced the item and noted that the annual report was to be approved by the Committee for consideration at the Full Council meeting in September. The team had drafted the report based on the Committee's activity over the last municipal year and welcome comments and feedback from Members. Discussion points were as follows:

- The Head of Human Resources highlighted the key themes over the last year that had been included in the report and noted that the Committee had met informally with the Staff Led Group Chairs where there were some useful discussions around equalities.
- Cllr Eddy thanked officers for their hard work and suggested that this be reflected in the report.
- Cllr Wye raised the Pension Fund discussions around ethical and carbon investment at the last Committee meeting and noted the previous engagement with APF regarding the design of future member surveys. . It was noted that this had been included in the annual report and could be discussed again during this municipal year.

## **9 Office Accommodation Programme**

The Director of Property, Assets and Infrastructure joined the meeting to provide an update on the office accommodation programme as Members had asked for an update on the council's desk booking system at the previous meeting. Key points were as follows:

- The desk booking system was part of a wider piece of work linked to the Property Programme which went to Cabinet for approval in June 2023.
- The programme aims to reduce the number of buildings used for office space as well as looking at the disposal of vacant buildings to create savings.
- A number of staff/teams based at 100 Temple Street were being moved to City Hall in order to explore a commercial let in the North side of the building. To enable the move, the team had reviewed the desk space at City Hall which was only reaching 35/40% capacity previously and as a result, the desk ratio per team had changed.
- Phase one of the move would be taking place throughout July and a new booking system had been put in place.
- There had been lots of engagement with teams prior to the move and there had been no challenges from staff to date, but the system would remain under review.
- There would be no change to the Councillor area.



- It was noted that the Cash Hall was a useful space for ‘drop ins’ but shouldn’t be used for office space; This would continue to be a fluid space which was also not yet at capacity.

Members asked questions and discussion points were as follows:

- Members raised concerns at the last meeting around desk booking that was previously managed by one person in the service on top of their existing workload, but this was not the case, it was the responsibility of managers. It was clarified that under an earlier system, the responsibility for desk booking was with the manager or a nominated deputy, and that this has since been changed so that each employee can book their own desk on a spreadsheet that could be accessed by all colleagues.
- There are a number of unallocated spaces at City Hall so if colleagues need to drop in or come into the office at last minute then they would still be able to find a space to work. The building was not at capacity and there was no plan to change this flexible approach.
- It was confirmed that the Create Centre was still in use, but some teams such as the Sustainability Team had recently moved to City Hall. The next phase of the programme would be locality hubs followed by a review of vacant buildings.  
*(Cllr Bailes left the meeting at this point)*
- There was a discussion around energy efficiency/usage in council buildings and Members were advised that a report on decarbonisation plans would be going to an upcoming Cabinet meeting. For any plans to dispose of a building/asset in future, there would also be a report to Cabinet.
- It was noted that there was no allowance for colleagues working from home and the council had no plans to reintroduce this. Officers advised it would be difficult to confirm the percentage of employees that work from home as different teams have different usage requirements for office space, but it was noted that Tuesday-Thursday were generally the busier days in the office.
- The Director of Property, Assets and Infrastructure would attend future meeting to update members on the progress of the office accommodation programme. **PA Action.**

## 10 Exclusion of the Press and Public

Resolved - 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.

## 11 Exempt Personnel Reports

Meeting ended at 6:25pm

**CHAIR** \_\_\_\_\_

