



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

HUMAN RESOURCES COMMITTEE OUTCOMES

Report of the Chair of the Human Resources Committee

Agenda No:

Date: 25 February 2011

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 28 January 2011.

CONTACT OFFICER

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1. BACKGROUND

As part of the revised Governance arrangements the Authority have delegated key responsibilities for Human Resources (HR) to the Human Resources Committee. As part of those delegated responsibilities the Chair of the Human Resources Committee and the Management lead report to the Authority on its business and actions as agreed at Fire and Rescue Authority meeting 1 June 2007.

2. REPORT

- 2.1 The minutes of the Human Resources Committee held on Friday 28 January 2011 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee was firstly in receipt of a report which sought approval from Members for the deletion of nine vacant posts from the establishment of Nottinghamshire Fire and Rescue Service. It was therefore resolved that the deletion from the establishment of the following nine posts be approved:
- Station Manager (42 hours) Resilience;
 - Station Manager (42 hours) Strategic Support Officer;
 - Crewing Officer (37 hours);
 - Watch Manager x 2 (42 hours) Community Safety;
 - Crew Manager x 3 (42 hours) Community Safety;
 - Environment and Sustainability Manager (37 hours).
- 2.3 A further report was presented which looked to get the approval from Members for changes to the Long Service Award currently payable to employees after 25 years service with Nottinghamshire Fire and Rescue Service or associated employers. It was resolved:
- that the Long Service Award Policy be revised so that all employees received long service recognition after 20 years service which would take the form of a gift to the value of £125, which would be presented at an awards ceremony;
 - that it be noted that the additional cost of £18,750 would be met from within current budgetary provision;
 - that with regard to the large number of employees receiving Long Service Awards this year, the Chief Fire Officer investigate the opportunities for holding the ceremony at a larger venue (County Hall, Council House etc) on one evening rather than over two evenings if it was held at Bestwood Lodge.
- 2.4 The Committee were also in receipt of a report updating Members on human resources issues within the Service. The report detailed human resources

metrics (sickness absence), along with discipline, grievance and staffing numbers. It was resolved:

- that the report be endorsed and the progress regarding Human Resources issues be noted;
- that for future reports column 3 in 2.1 of the report be headed 'compared with previous quarter' rather than 'compared with last quarter.'
- that it be noted that as sickness absence had improved compared to the same quarter in 2009, the use of a third party to support the absence process will be withdrawn, resulting in a net saving of £27,000 per annum.

2.5 Members were additionally provided with a report updating on the provision of the employee discount site "My Advantage". It was resolved that the report, including the fact that a saving of £3,228 would be made by not renewing the licence for the employee discount web site as it was not well used, be noted.

2.6 For the final item, the Committee was asked to consider exclusion of the public in accordance with Section 100A(4) of the Local Government Act 1972. This was agreed and consideration was given to a report concerning the regrading of posts, which was noted.

3. FINANCIAL IMPLICATIONS

All financial implications were considered as part of the original reports submitted to the Human Resources Committee.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

All human resources and learning and development implications were considered as part of the original reports submitted to the Human Resources Committee.

5. EQUALITY IMPACT ASSESSMENT

An initial equality impact assessment has identified no specific aspects relating to a disproportionate effect in respect of the key equality strands.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

A correctly functioning HR department and policies are key to the delivery of an effective service. Failure to achieve this may result in a poor service and poor results through Comprehensive Performance Assessment and other audit processes.

9. RECOMMENDATIONS

That Members note the contents of this report and the business undertaken by the Human Resources Committee.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Councillor Alex Foster
CHAIR OF HUMAN RESOURCES COMMITTEE



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

HUMAN RESOURCES COMMITTEE

MINUTES

of meeting held on **28 JANUARY 2011** at Fire and Rescue Service Headquarters,
Bestwood Lodge, from 10.00 am to 11.10 am

Membership

Councillor Foster (Chair)
Councillor Carroll
Councillor Grocock
^ Councillor Spencer
Councillor Wheeler

Present as observers – Councillors Cooper and Dobson.

19 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Spencer.

20 DECLARATIONS OF INTERESTS

No declarations of interests were made.

21 MINUTES

RESOLVED that the minutes of the last meeting held on 22 October 2010,
copies of which had been circulated, be confirmed and signed by the Chair.

22 POST DELETIONS

Consideration was given to the report of the Chief Fire Officer, copies of which had
been circulated. The Chief Fire Officer confirmed that the deletion of the nine posts,

all of which were vacant, would result in a saving of £379,886 against salary budgets. He also confirmed that there had been full consultation with the Trade Unions and no responses had been received.

RESOLVED that the deletion from the establishment of the following nine posts be approved -

- **Station Manager (42 hours) Resilience;**
- **Station Manager (42 hours) Strategic Support Officer;**
- **Crewing Officer (37 hours);**
- **Watch Manager x 2 (42 hours) Community Safety;**
- **Crew Manager x 3 (42 hours) Community Safety;**
- **Environment and Sustainability Manager (37 hours).**

23 LONG SERVICE AWARDS

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, recommending changes to the Long Service Award currently payable to employees or associated employers after 25 years service. The Chief Fire Officer confirmed that the representative bodies had been consulted on the recommended changes and no issues had been raised.

RESOLVED

- (1) that the Long Service Award Policy be revised so that all employees received long service recognition after 20 years service which would take the form of a gift to the value of £125, which would be presented at an awards ceremony;**
- (2) that it be noted that the additional cost of £18,750 would be met from within current budgetary provision;**
- (3) that with regard to the large number of employees receiving Long Service Awards this year, the Chief Fire Officer investigate the opportunities for holding the ceremony at a larger venue (County Hall, Council House etc) on one evening rather than over two evenings if it was held at Bestwood Lodge.**

24 HUMAN RESOURCES UPDATE

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated. The Chief Fire Officer pointed out that even though there had been increases in sickness absence in quarter 2 as compared to the previous quarter for total workforce and for uniformed and non uniformed employees, the comparison with the same quarter of 2009 showed considerable reductions with the overall trend down and they were still on target to meet reduction targets in 2010/11. With regard to the increase in sickness absence of 56% in quarter 2 for non uniformed employees this gave a false impression as there were only a small number of employees under this section and therefore the long term absence of just two people would skew the results.

The Chief Fire Officer reported on the Equal Treatment Cases under part-time regulations and warned that any settlement payments approved following national discussions would fall on the Authority.

With regard to Fire Control it was necessary to reduce the establishment by 11 posts. The first call would be redeployment but there was limited scope. Negotiations had begun with the Trade Unions in order to minimise the effects of the redundancies.

RESOLVED

- (1) that the report be endorsed and the progress regarding Human Resources issues be noted;**
- (2) that for future reports column 3 in 2.1 of the report be headed 'compared with previous quarter' rather than 'compared with last quarter.'**
- (3) that it be noted that as sickness absence had improved compared to the same quarter in 2009, the use of a third party to support the absence process will be withdrawn, resulting in a net saving of £27,000 per annum.**

25 EMPLOYEE DISCOUNT SCHEME

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating councillors on the provision of the employee discount site 'My Advantage.'

RESOLVED that the report, including the fact that a saving of £3,228 would be made by not renewing the licence for the employee discount web site as it was not well used, be noted.

26 EXCLUSION OF PUBLIC

RESOLVED that, pursuant to section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining item on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in paragraphs 1 and 3 of Schedule 12A to the Local Government Act 1972 (as amended).

27 REGRADING OF POSTS

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED that the application considered by, and outcome of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period October to December 2010 (inclusive) be noted.