



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: 27 May 2011

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 15 April 2011.

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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 15 April 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 updated Members on human resources issues within Nottinghamshire Fire and Rescue Service. The report provided detail around human resources metrics (sickness absence); discipline and grievance; and staffing numbers. The report was endorsed and the progress regarding Human Resources issues was noted.
- 2.3 A further report was considered regarding the conversion of posts, and the Committee noted that during the period April 2010 – March 2011 there had been no post conversions.
- 2.4 Additionally, the Committee were also in receipt of a report concerning the regrading of posts and noted that during the quarter October 2010 – December 2010 the Job Evaluation Panel had not considered any management or employee submissions for grading review, and no appeals had been heard. The report was noted.
- 2.5 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 on workforce reductions 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

APPENDIX A



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES

of meeting held on **15 APRIL 2011** at Fire and Rescue Service Headquarters,
Bestwood Lodge, from 10.00 am to 10.32 am.

Membership

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

Members absent are marked ^

Present as an observer – Councillor Cooper.

33 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Spencer.

34 DECLARATIONS OF INTERESTS

No declarations of interests were made.

35 MINUTES

RESOLVED that the minutes of the last meeting held on 25 February 2011, copies of which had been circulated, be confirmed, subject to the addition in the attendance list of Councillor Cooper as an observer, and signed by the Chair.

36 HUMAN RESOURCES UPDATE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating the Committee on human resources issues within Nottinghamshire and City of Nottingham Fire and Rescue Service. The sickness absence figures for quarter 3 (1 October 2010 - 31 December 2010) were up slightly. This was not considered significant as it was likely to be due to seasonal variations. The cumulative average time off sick over the last 12 months was 4.71 days per employee.

In the period 1 January 2011 - 31 March 2011 there had been two grievances, both of which had been dealt with. There had been two individuals dealt with under the Formal Management Sickness Absence Policy. There were three employment tribunal cases, one relating to disability discrimination and two relating to equal treatment under the Part-time Regulations. The latter two had been stayed pending the outcome of national negotiations with the union.

During the period 1 January 2011 - 31 March 2011, 5 employees commenced employment and 30 employees left the Service. In the light of the ongoing Fire Cover Review, as and when an employee left the Service it was up to managers to make a business case to senior management that they should be replaced.

RESOLVED that the progress to date be noted and the contents of the report endorsed.

37 CONVERSION OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. To ensure that Nottinghamshire and City of Nottingham Fire and Rescue Service remained best placed to meet the challenges of continued service delivery, a review of all uniformed and non-uniformed posts was carried out when they became vacant to ensure suitability for the Service. During the period April 2010 - March 2011 there had been no post conversions.

RESOLVED that the report be noted.

38 REGRADING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The Chief Fire Officer had been delegated authority to implement grading decisions arising from the application of the Job Evaluation Scheme. The Job Evaluation Panel had not considered any management or employee submissions for grading review, and no appeals had been heard during the quarter October 2010 – December 2010.

RESOLVED that the report be noted.

39 EXCLUSION OF PUBLIC

RESOLVED that the public be excluded from the meeting during consideration of the remaining item in accordance with section 100A (4) of the Local Government Act 1972 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 Act.

40 WORKFORCE REDUCTIONS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating the Committee on recent enforced workforce reductions within the Control Section associated with the close down of the Regional Control Centre Project.

RESOLVED that the report be noted.

FOR NOTE