



**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

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**Agenda No:**

**Date:** 25 May 2012

**Purpose of Report:**

To report to Members the business and actions of the Human Resources Committee meeting of Friday 20 April 2012.

## 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 20 April 2012 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 presenting to Members the revised organisational structure, as a result of the Fire Cover Review and budget reductions, and seeking approval for the proposed changes in establishment with a view to presenting these changes to the Fire Authority for ratification. It was resolved that the new structure be noted and the proposed changes to the establishment and the creation of the following posts be agreed:

- Advocate Manager;
- Fire Protection – Fire Investigators x 3;
- District Administrator – Edwinstowe;
- Fire Protection Support Officer;
- Fire Precautions Advocate;
- Corporate Analyst;
- Project Manager;
- Commissioning Officer;
- Princes Trust Team Leader;
- Princes Trust Team Support x 2;
- Firefighter Control x 1.5 full time equivalent.

It was also resolved that the permanent changes to the establishment be presented to the next full Fire Authority for ratification.

2.3 A human resources update was also provided to the Committee, updating Members on human resources issues within Nottinghamshire Fire and Rescue Service including HR metrics – sickness absence; discipline/grievance; and staffing numbers. It was resolved that the report be noted.

2.5 Consideration was additionally given two further reports regarding conversion of posts and re-grading of posts, with both being noted.

2.6 For the remaining 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 the Committee went on to consider a report concerning voluntary redundancy applications.

### **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 equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of Committee business.

### **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 David Smith  
**CHAIR OF HUMAN RESOURCES COMMITTEE**

FOR NOTE



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

**HUMAN RESOURCES COMMITTEE**

**MINUTES**

of meeting held on **20 APRIL 2012** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 10.45 am.

**Membership**

Councillor Smith (Chair)  
Councillor Cooper  
^ Councillor Cross  
Councillor Morris  
Councillor Yates

Members absent are marked ^

Present as an observer – Councillor Grocock.

**Officers in Attendance**

John Buckley Assistant Chief Fire Officer  
Neil Timms Head of Finance and Resources  
Nick Linthwaite Human Resources Manager  
Tracy Crump Human Resources Manager

Carol Jackson Constitutional Service Officer, Nottingham City Council

**31 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**32 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

### **33 MINUTES**

**RESOLVED that, the minutes of the last meeting held on 27 January 2012, copies of which had been circulated, be confirmed, and signed by the Chair.**

### **34 ORGANISATIONAL RE-STRUCTURE**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, presenting to the Committee the revised organisational structure, as a result of the Fire Cover Review and budget reductions and seeking approval for the proposed changes in establishment with a view to presenting these changes to the Fire Authority for ratification.

The report was presented by John Buckley, Assistant Chief Fire Officer, who advised the meeting that the Fire Cover Review had highlighted how the Service could become more efficient and improve on the services provided to Nottinghamshire.

To facilitate the organisational change it had been necessary to redistribute resources within the organisation, creating a small number of new posts following the deletion or conversion of other posts. Details of the proposed new posts were set out in detail in the report.

The organisational restructure would focus the Service into two distinct operating arms; service delivery and corporate risk.

There would be amendments to other roles within the Service which would be subject to ongoing consultation with Trade Unions. Any changes that impacted on the Fire Authority and associated budgets would be brought back through appropriate channels for approval.

The organisational restructure would lead to savings of £1,161,898 on staff costs.

Three posts were to be created in the Princes Trust Team as the Service had been approached by the Princes Trust Charity to deliver additional team programmes and additional funding was being made available from the Princes Trust for this purpose. This was welcomed by members who regarded the work done by the Service in this area as exemplary.

### **RESOLVED**

**(1) that the new structure be noted and the proposed changes to the establishment and the creation of the following posts be agreed:**

- **Advocate Manager;**
- **Fire Protection – Fire Investigators x 3;**
- **District Administrator – Edwinstowe;**
- **Fire Protection Support Officer;**
- **Fire Precautions Advocate;**
- **Corporate Analyst;**
- **Project Manager;**
- **Commissioning Officer;**

- **Princes Trust Team Leader;**
- **Princes Trust Team Support x 2;**
- **Firefighter Control x 1.5 full time equivalent.**

**(2) that the permanent changes to the establishment to be presented to the next full Fire Authority for ratification.**

### **35 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 the Nottinghamshire and City of Nottingham Fire and Rescue Service.

The report was presented by John Buckley, Assistant Chief Fire Officer, who advised the meeting that the sickness absence figures for Quarter 3 (1 October 2011 – 31 December 2011) were down to 1244.5 days lost compared to 1253.5 days in the previous quarter. The cumulative average over the last 12 months was 6.43 days per employee. This was below the target absence which was 6.5 days per employee.

For uniformed staff the cumulative average over the last 12 months was 5.53 days per employee, whereas for non-uniformed staff it was 8.88 days. The targeted figures for 2011/12 were 6.5 days for whole time and control staff, 7 days for non-uniformed staff and 6.5 days across the whole workforce.

The Services own Occupational Health Unit had a pivotal role to play in addressing sickness issues amongst staff. Support was available to staff via the Westfield Healthcare Scheme and the Pastoral Service.

In the period 1 January 2012 – 31 March 2012 there had been one grievance,

During the period 1 January 2012 – 31 March 2012, 5 employees had commenced employment with the Fire and Rescue Service and 18 employees had left the Service.

The total number of whole-time vacancies stood at 31.5. The majority of these vacancies were at fire-fighter (9.5) and supervisory level (17). However the redeployment of 23 fire-fighters previously employed on the retained duty system from 16th April 2012 and the increase in fire-fighter roles resulting from the outcomes of the Fire Cover Review would lead to a surplus of 5.5 fire-fighter roles. It was anticipated that these additional fire-fighters would become absorbed into the whole time establishment by April 2013 as a result of anticipated retirements.

**RESOLVED that the report be endorsed.**

### **36 CONVERSION OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated updating the Committee on any posts which had been re-designated during the period April 2011 – March 2012.

**RESOLVED that the report be noted.**

**37 RE-GRADING OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, notifying the Committee that the Job Evaluation Panel had not considered any submissions for grading review in the review period.

**RESOLVED that the contents of the report be noted.**

**38 EXCLUSION OF PUBLIC**

**RESOLVED that the public be excluded from the meeting during consideration of the remaining items 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.**

**39 VOLUNTARY REDUNDANCY APPLICATIONS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated requesting the Committee to approve the recommendations of the Discretionary Compensation Payments Board in respect of voluntary redundancy applications received from non-uniformed and control employees.

**RESOLVED that the recommendations of the Discretionary Compensation Payments Board and the associated voluntary redundancies be approved.**