



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: 21 September 2012

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 27 July 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 27 July 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 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 endorsed.
- 2.3 Consideration was additionally given to a report informing Members of the proposed final agreement on the scheme designed for the Fire Fighters Pensions Scheme, outlining the full statutory projects for the accrued rights of the existing scheme members, the transitional statutory projections for qualifying, existing members and the main parameters of the new scheme. It was resolved that the proposed final agreement on the scheme design for the Fire Fighters Pension Scheme be noted.
- 2.4 The Committee also considered and noted a report which notified Members that the job evaluation panel had not considered any submissions for grading review in the review period April – June 2012 (inclusive).
- 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 regarding a review of the Workforce Plan 2012-14, 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 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



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

HUMAN RESOURCES COMMITTEE

MINUTES

of meeting held on **27JULY 2012** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 10.55 am.

Membership

- Councillor Smith (Chair)
^ Councillor Collins
Councillor Cooper
^ Councillor Cross
Councillor Yates
Councillor Norris (as substitute for Councillor Collins)

Members absent are marked ^

Present as observers – Councillors Fielding, Grocock and Hemsall.

Officers in Attendance

- David Horton Assistant Chief Fire Officer
Nick Linthwaite Human Resources Manager
Tracy Crump Human Resources Manager
Carol Jackson Constitutional Service Officer, Nottingham City Council

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins and Cross.

2 DECLARATIONS OF INTERESTS

No declarations of interests were made.

3 MINUTES

RESOLVED that, the minutes of the last meeting held on 20 April 2012, copies of which had been circulated, be confirmed, and signed by the Chair.

David Horton, Assistant Chief Fire Officer confirmed that the permanent changes to the establishment referred to in resolution 2 of minute 34 'Organisational Re-structure', had been ratified by the full Fire Authority at its meeting on 29 June 2012.

4 HUMAN RESOURCES UPDATE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The report was introduced by David Horton, Assistant Chief Fire Officer who advised the Committee that the purpose of the report was to update the Committee on human resources issues within the Nottinghamshire and City of Nottingham Fire and Rescue Service.

Tracy Crump, Human Resources Manager, advised the meeting that the total workforce sickness absence figures for Quarter 4 (1 January 2012 – 31 March 2012) were down to 898.5 days lost compared to 1244.5 days in the previous quarter. The cumulative average over the last 12 months was 5.94 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 5.01 days per employee, whereas for non-uniformed staff it was 9.1 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 new target absence figures for 2012/13 were:

- whole time and control 6 days;
- non-uniformed 7 days;
- whole workforce 6 days.

In the period 1 April 2012 - 30 June 2012 there had been two disciplinaries.

During the period 1 April 2012 - 30 June 2012, 30 employees had commenced employment with the Fire and Rescue Service and 43 employees had left the Service. 23 retained fire-fighters had been re-deployed to whole-time roles. The Service would be undertaking recruitment to fire-fighter roles during 2012 in order to plan for vacancies throughout 2012-14. This process had already commenced.

Councillors welcomed the reduction in sickness absence. This was testament to the work of employees.

RESOLVED that the report be endorsed.

5 PROPOSED FINAL AGREEMENT ON THE DESIGN OF THE FIRE-FIGHTERS PENSION SCHEME

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the proposed final agreement on the scheme designed for the Fire-fighters Pension Scheme. Nick Linthwaite, Human Resources Manager introduced

the report which outlined the full statutory protections for the accrued rights of the existing scheme members, the transitional statutory protections for qualifying, existing members and the main parameters of the new scheme.

Section 3.2 of the report referred to the cost to the Authority of the current scheme as being £3.4 million in 2011/12 whereas the top up grant payable to the Authority for 2011/12 was £6.4 million. Nick Linthwaite agreed to provide the members of the Committee with a written explanation of these figures.

RESOLVED that the proposed final agreement on the scheme design for the Firefighters Pension Scheme be noted.

6 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 April-June 2012 (inclusive)

RESOLVED that the contents of the report be noted.

7 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.

8 REVIEW OF WORKFORCE PLAN 2012-14

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated making members aware of the updated Corporate Workforce Plan for 2012-14.

RESOLVED that the contents of the report be noted.