



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: 14 December 2012

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 26 October 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 26 October 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 the implementation of the Human Resource Strategy 2010-13, providing an annual milestone report to highlight both progress made to date and key human resources issues for the forthcoming year. It was resolved that the report be noted.
- 2.3 Consideration was additionally given to a report 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 contents of the report be noted.
- 2.4 In respect of the final report, the Committee was asked to consider exclusion of the public from the meeting in accordance with Section 100A(4) of the Local Government Act 1992. This was agreed and considered 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 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 **26 OCTOBER 2012** at Fire and Rescue Service Headquarters,
Bestwood Lodge, from 10.02 am to 10.38 am.

Membership

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

Members absent are marked ^

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

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cross and Yates.

10 DECLARATIONS OF INTERESTS

No declarations of interests were made.

11 MINUTES

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

12 IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGY 2010-13

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing the Committee with an update on the implementation of the Human Resources Strategy 2010-13. The report was introduced by David Horton, Assistant Chief Fire Officer who advised the Committee that an updated Human Resources Strategy had been considered and approved by the Committee at its meeting on 22 October 2010. The report before the Committee represented an annual milestone report to highlight both progress made to date and key human resources issues for the forthcoming year. Nick Linthwaite, Human Resources Manager, summarised progress in the following areas:

- resources and planning;
- employee relations and engagement;
- equality, diversity and culture, training and personal development;
- performance management;
- occupational health and fitness;
- health and safety risk management;
- employee pay and benefit;
- developing the capacity and value of the human resources function.

Councillor Kerry requested that figures be provided in relation to the information on competency referred to in item 2.19 of the report showing competency levels in the different strands. Nick Linthwaite agreed to provide this information for Councillors.

The Chair requested information on the number of BME and women applicants for the new fire-fighter posts compared to previous years and to other services. Nick Linthwaite agreed to provide this information for Councillors.

RESOLVED that the contents of the report be noted.

13 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.

Nick Linthwaite, Human Resources Manager, advised the meeting that uniformed employees absence for Quarter 1 (1 April 2012 – 30 June 2012) was up 36% compared with the previous quarter. Non-uniformed employees absence was down 31.7% compared with the previous quarter. The total workforce sickness absence figures were up slightly to 961 days, compared with 898.5 days in the previous quarter. The cumulative average over the last 12 months was 6.05 days per employee. This was below the target absence which was 6.5 days per employee.

In the period 1 July 2012 – 30 September 2012 there had been one disciplinary matter and two grievances. There were currently three employment tribunal cases, one relating to disability discrimination and two relating to the Equal Treatment under Part-time Regulations.

During the period 1 July 2012 – 30 September 2012, 14 employees had commenced employment with the Fire and Rescue Service. Actual workforce figures had reduced by 22 employees due to redundancy, retirement, resignation or end of fixed term period.

The Service was undertaking recruitment to fire-fighter roles in order to plan for vacancies throughout 2012-14. This process had already commenced.

The majority of vacancies in the Service were at supervisory level and a supervisory promotion process was being run in the next month.

RESOLVED that the contents of the report be noted.

14 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.

15 RE-GRADING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, notifying the Committee of applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period July to September 2012 (inclusive).

RESOLVED that the contents of the report be noted.