



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: 22 February 2013

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 25 January 2013.

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 25 January 2013 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 as to the outcomes of the amendments to the organisational structure as presented to the Committee in April 2012 and ratified by the Fire Authority in May 2012. The report also gave an overview of costings associated with the re-structure. It was resolved that the final outcomes of the restructure against the previously approved establishment changes 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 endorsed.
- 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. EQUALITIES IMPLICATIONS

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 **25 JANUARY 2013** at Fire and Rescue Service Headquarters,
Bestwood Lodge, from 10.00 am to 10.34 am.

Membership

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

Members absent are marked ^

Officers in Attendance

John Buckley Deputy Chief Fire Officer
John Mann Area Manager
Tracy Crump Human Resources Manager
Rav Kalsi Constitutional Service Officer, Nottingham City Council

16 APOLOGIE FOR ABSENCE

Apologies were received from Councillor Collins and Councillor Cross.

17 DECLARATIONS OF INTERESTS

No declarations of interests were made.

18 MINUTES

RESOLVED that the minutes of the last meeting held on 26 October 2012, copies of which had been circulated, be confirmed, and signed by the Chair.

19 ORGANISATIONAL RESTRUCTURE – FINAL OUTCOMES

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 outcomes of the amendments to the organisational structure as presented in the Human Resource Committee report of April 2012 and ratified by the Fire Authority on 25 May 2012.

The restructure split the Service into two distinct operating functions – Service Delivery and Corporate Support. To meet the needs of the restructure it was necessary to redistribute certain teams and departments which created a small number of new posts, but also lost a number of posts, either through vacancy management or voluntary redundancy. It was reported that the restructure of the Service had led to a number of voluntary redundancies within certain departments together with the creation of new roles to meet the needs of the structure.

It was reported that the restructure equated to an organisational saving of £964,277 on staff costs which met the target for budget reductions already assumed in the budget predictions.

A commitment had been made to Trade Unions to ensure that vacancies had been made available to internal appointments first. Following the receipt of feedback from staff, there was a feeling that staff members had been positively supported.

RESOLVED that the final outcomes of the restructure against the previously approved establishment changes be noted.

20 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 Tracy Crump, Human Resources Manager, 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.

Mrs Crump advised the meeting that total workforce absence for Quarter 2 (1 July 2012 – 31 September 2012) was up 7.7% compared with the previous quarter however down in comparison to the same quarter of 2011. Non-uniformed employees absence was down 18.4% compared with the previous quarter and uniformed absence was up 3.34% on the previous quarter. The cumulative average over the last 12 months was 5.8 days per employee.

Staffing units were down in terms of retained units and although there was an increased level of interest in the retained role, recruitment was ongoing. Following a programme of service recruitment to fire-fighter roles, 14 trainees had been appointed and a further 22 people had been placed on a holding list. Those on the holding list offered the Service some resilience through 2013 and going into 2014.

RESOLVED that the contents of the report be endorsed.

21 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.

22 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.

FOR NOTE