



**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

**Date:** 26 September 2014

**Purpose of Report:**

To report to Members the business and actions of the Human Resources Committee meeting of Friday 11 July 2014.

## **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 11 July 2014 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 regarding 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.
- 2.3 Consideration was also given to a report seeking approval from Members for the deletion of substantive posts from the support establishment. It was resolved that the vacant posts as set out in the report be recommended to the meeting of the Fire Authority to be held on 26 September 2014 for deletion.
- 2.4 A further report updated the Committee on the Corporate Workforce Plan for 2013-14 which set out areas for action and made Members aware of the key workforce issues contained in it. It was resolved to note the contents of the report.
- 2.5 The outcomes and recommendations from the Equal Pay Review undertaken in 2013 were also provided to Members and it was resolved that this be noted.
- 2.6 In a further report the Committee was updated that during the period April to June 2014 (inclusive) the Job Evaluation Panel had not considered any submission for a grading review and no appeals had been heard. It was resolved to note the report and to only receive future reports where the Job Evaluation Panel had considered any submission for regrading.
- 2.7 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 consideration was given to a report concerning a voluntary redundancy application which was approved.

## **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 Michael Payne  
**CHAIR OF HUMAN RESOURCES COMMITTEE**



**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -  
HUMAN RESOURCES COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood  
Lodge, Arnold Nottingham NG5 8PD on 11 July 2014 from 1.30 pm - 2.15 pm**

**Membership**

Present

Councillor Michael Payne (Chair)  
Councillor Ian Campbell  
Councillor Stephen Garner  
Councillor Liz Yates

Absent

Councillor Eunice Campbell

**Colleagues, partners and others in attendance:**

John Buckley - Chief Fire Officer  
Carol Jackson - Constitutional Services Officer

**1 APOLOGIES FOR ABSENCE**

Councillor Eunice Campbell

**2 DECLARATIONS OF INTERESTS**

None

**3 MINUTES**

The Committee confirmed the minutes of the meeting held on 11 April 2014 as a correct record and they were signed by the Chair.

**4 HUMAN RESOURCES UPDATE**

John Buckley, the Chief Fire Officer, introduced his quarterly report updating members on human resources issues within the Service. The following statistics were drawn to members' attention:

- the average absence per employee has fallen from 6.39 days to 5.8 days for the period 2013/14;

- 560 employees had no sickness absence at all during 2013/14;
- target absence figures for 2014/15 will remain the same as for 2013/14; whole time and control 6 days; non-uniformed 7 days and whole workforce 6.25 days;
- as at 31 March 2014, whole-time establishment stood at 536 full time equivalent employees against an establishment of 530 posts;
- fire-fighter roles are over-strength by 19 posts with 14 vacancies at supervisory level. The 'front-loading' of trainee fire-fighter roles is part of succession planning for projected retirements during 2014/15 and the promotion of competent fire-fighters into vacant supervisory roles;
- the Service ran an Area Manager selection process to fill vacancies at this level from July 2014. A Group Manager process will run in July to fill the vacancies left by internal promotions;
- there were no permanent ill-health retirements during 2013/14;

Members congratulated the Chief Fire Officer, the Human Resources Team and Occupational Health for their considerable achievements in bringing down absenteeism levels over recent years.

The Chair thanked the Chief Fire Officer for his clear and concise updating report.

**RESOLVED to endorse the report.**

## **5 POST DELETIONS**

John Buckley, the Chief Fire Officer, introduced his report recommending the deletion of three substantive posts from the support establishment.

**RESOLVED that the vacant posts set out in the report are recommended to the meeting of the Fire Authority to be held on 26 September 2014 for deletion**

## **6 REVIEW OF WORKFORCE PLAN**

John Buckley, the Chief Fire Officer, introduced his report reviewing the Corporate Workforce Plan for 2013/14, setting out areas for action and making members aware of the updated Plan for 2014/16 and the key workforce issues contained in it.

**RESOLVED to note the report.**

## **7 OUTCOMES OF EQUAL PAY REVIEW**

John Buckley, the Chief Fire Officer, introduced his report updating members on the outcomes and recommendations from the Equal Pay Review undertaken in 2013.

**RESOLVED to note the outcomes of the Equal Pay Review 2013.**

## **8 RE-GRADING OF POSTS**

John Buckley, the Chief Fire Officer, introduced his report notifying members that there were no applications considered by the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment, during the period April to June 2014 (inclusive).

### **RESOLVED**

- (1) to note the report;**
- (2) only to receive future reports where the Job Evaluation Panel has considered any submission for regrading.**

## **9 EXCLUSION OF THE PUBLIC**

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda item in accordance with Section 100A(4) of the Local Government Act 1972 on that basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **10 VOLUNTARY REDUNDANCY APPLICATION**

John Buckley, the Chief Fire Officer, introduced his report outlining the recommendations of the Discretionary Compensation Payments Board in respect of a voluntary redundancy application.

**RESOLVED to approve the recommendations of the Discretionary Compensation Payments Board to accept the application for voluntary redundancy set out in the report.**