



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: 23 May 2014

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 11 April 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 April 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 providing an update to Members on the posts which have been re-designated during the period April 2013 – March 2014. It was resolved to note that just one post of Watch Manager (Fire Protection) has been converted to a non-uniform Fire Protection Inspecting Officer post on Grade 6 releasing a budget saving of £11,333.
- 2.4 A further report sought the approval of the Committee for the appointment of a Service Technician to carry out duties associated with the role. It was resolved to add a post of Service Technician (Grade 3) to the establishment as part of the process of implementation of budget reductions in the Equipment Section and to note that the full cost, inclusive of overheads, of £21,980 has been budgeted for in full.
- 2.5 In respect of the final reports, 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 two final reports, the first concerning the methodology behind calculation of injury awards and the second report regarding the regrading of posts, both of which were 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 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 April 2014 from 11.00 am - 11.18 am**

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

✓ indicates present at meeting

Colleagues, partners and others in attendance:

Wayne Bowcock	- Deputy Chief Fire Officer
Tracy Crump	- Head of HR Services
Nick Linthwaite	- HR Manager (Operations)
Craig Parkin	- Assistant Chief Fire Officer
Laura Wilson	- Constitutional Services Officer

22 APOLOGIES FOR ABSENCE

Councillor Ian Campbell

23 DECLARATIONS OF INTERESTS

None

24 MINUTES

The Committee confirmed the minutes of the meeting held on 7 February 2014 as a correct record and they were signed by the Chair.

25 HUMAN RESOURCES UPDATE

Tracy Crump, Head of Human Resource (HR) Services, introduced the Chief Fire Officer's report updating members on HR issues within the Service. Only sickness absence data was available and other HR metrics for Quarter 4 will be reported to a future meeting.

The Committee was reassured that there are many resources available for staff to access including Occupational Health, Westfield Health, etc and that all managers are trained in absence management.

RESOLVED to endorse the report.

26 CONVERSION OF POSTS

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report updating members on the posts which have been re-designated between April 2013 and March 2014.

RESOLVED to note that just one post of Watch Manager (Fire Protection) has been converted to a non-uniform Fire Protection Inspecting Officer posts on grade 6 releasing a budget saving of £11,333.

27 APPOINTMENT OF A SERVICE TECHNICIAN

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report seeking approval for the appointment of a Service Technician to carry out duties associated with the role.

RESOLVED to add a post of Service Technician (grade 3) to the establishment as part of the process of implementation of budget reductions in the equipment section and to note that the full cost, inclusive of overheads, of £21,980 has been budgeted for in full.

28 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.

29 METHODOLOGY BEHIND THE CALCULATION OF INJURY AWARDS

Nick Linthwaite, HR Manager (Operations), introduced the Chief Fire Officer's report.

RESOLVED to note the report.

30 REGRADEING OF POSTS

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report.

RESOLVED to note the report.