

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	1 June 2007	agenda item number

REPORT OF THE CHAIR OF HUMAN RESOURCES COMMITTEE

HUMAN RESOURCES COMMITTEE OUTCOMES

1. PURPOSE OF REPORT

To report the business and actions of the Human Resources Committee to Members of the Fire and Rescue Authority.

2. 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.

3. REPORT

- 3.1 The minutes of the meeting are attached to this report however the following summarises the main points of the papers discussed at the meeting.
- 3.2 A significant focus of the Human Resources Committee is in relation to monitoring progress against an Action Plan, formulated and implemented following the PwC report into the HR function commissioned towards the end of 2006. This report however reports back to the Fire and Rescue Authority on the specific business arising from the meeting of the Human Resources Committee on 4 April 2007.
- 3.3 The Deputy Chief Fire Officer tabled a proposed structure which would enable the Human Resources Function to fulfil its responsibilities both efficiently and effectively. The Interim Head of HR explained the rationale behind the formulation of the structure and how it had been developed, particularly in relation to communicating purpose and gaining acceptance and support across the service. The Interim Head of HR also outlined how the structure would work in practice and measures which would be adopted for securing implementation. The Human Resources Committee approved the structure for consultation and requested that following this process, the Deputy Chief Fire officer re-submit the consulted structure for approval.
- 3.4 The Committee then went on to consider a report of the Deputy Chief Fire Officer in relation to the Human Resources Action plan. The plan had been formulated by the Interim Head of HR in order to address the recommendations contained within the PwC report into the Human Resources Function. It was explained that the recommendations had been translated into a series of objectives. Various individuals within the Service had been engaged to act as "owners" of certain objectives, whilst other individuals and groups had responsibilities to contribute to the achievement of the objectives. The Interim Head of HR was to maintain accountability for achievement of the overall plan and also for communication to and

involvement of key stakeholders within the Service. It was resolved that the plan should be noted and that the Deputy Chief Fire Officer should give quarterly updates to the Human Resources Committee on implementation.

- 3.5 The Human Resources Business plan for 2007/2008 was tabled. The Interim Head of Human Resources noted that whilst the plan was challenging, it was anticipated that solid progress would be made in achieving objectives. It was resolved that the plan should be noted and that the Deputy Chief Fire Officer should give quarterly updates to the Human Resources Committee on implementation.
- 3.6 The Deputy Chief Fire Officer tabled a report which recommended the establishment of Management Development Trainer and Workplace assessor as permanent posts at Grade 4 within the Learning and Development Section. These roles had been undertaken on a temporary basis to productive effect and a Job Evaluation process had recently been conducted to determine the proposed Grading. The Committee resolved that these posts become part of the permanent establishment within the Learning and Development Section.
- 3.7 A report on the audit of policies and particular addendum on Human Resources Policies was considered by the Committee. It was resolved that the Deputy Chief Fire Officer should submit regular reports regarding policy updates, revisions and implementation.
- 3.8 Due to the fact that the Equality and Diversity Officer post had become vacant, the Job Description and Person Specification had been reviewed to ensure that a new postholder would be able to discharge their duties in support of both the Service's and the Authorities needs and obligations. A subsequent Job Evaluation process had proposed that the post be re-graded from Grade 7 to Grade 8. The Human Resources committee accepted this proposal.
- 3.9 An exempt item, considering Honoraria Payments was considered and approved.
- 3.10 A vote of thanks for his many years work for the Authority was proposed and wholeheartedly endorsed to Councillor Charlesworth, who would be standing down as Human Resources Committee Chair and Authority member at the forthcoming Local Elections.

4. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report save for those associated with The establishment of posts within the Learning and Development Section and the re-grading of the Equality and Diversity post, details of which are contained within the relevant reports.

5. PERSONNEL IMPLICATIONS

Personnel implications arising from this report are contained within it and the associated minutes of the Human Resources meetings.

6. EQUALITY IMPACT ASSESSMENT

An initial assessment has revealed there are no equality issues arising from this report. However, specifically Human Resources Committee regularly assesses equality issues as part of its function in liaison with the Ad-Hoc Equalities group.

7. RISK MANAGEMENT IMPLICATIONS

Successful management of Human Resources is a key element of the Services effectiveness which is measured through Best Value Performance Indicators and external audit. Failure to meet expectations and objectives can undermine the Services progress and head to external criticism.

8. RECOMMENDATIONS

8.1 That Members note and accept the report's contents.

8.2 That in future the minutes of all meetings of the Committee are bought to Fire & Rescue Authority to ensure Members remain informed of key decisions made.

9. BACKGROUND PAPERS FOR INSPECTION

None.

Brent Charlesworth
CHAIR OF THE HUMAN RESOURCES COMMITTEE



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting of the held on **7 JULY 2006** at Fire and Rescue Service Headquarters, Bestwood Lodge from 10.00 am to 11.26 am.

Membership

Councillor B Charlesworth
Councillor B Grocock
Councillor J Knight
Councillor T Pettengell
Councillor T Spencer

Members absent are marked ^

1 APPOINTMENT OF CHAIR

RESOLVED that Councillor Charlesworth be appointed Chair for the meeting.

2 DECLARATIONS OF INTEREST

No declarations of interests were made.

3 MINUTES

RESOLVED that the minutes of the last meeting held on 7 April 2006 be confirmed and signed by the Chair.

4 ANNOUNCEMENTS

It was announced that Human Resources officer Judi Beresford was to leave her present post with Nottinghamshire Fire and Rescue Service to work within the Derbyshire Fire and Rescue Service. The Chair thanked Ms Beresford for her hard work during her time with Nottinghamshire and wished her well for the future.

**5 COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA) ;
PROGRESS REPORT**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated which informed members of the CPA improvement plan relating to people management.

RESOLVED that the progress made against the actions arising from the CPA in 2005 be noted.

6 HUMAN RESOURCE SERVICE PLAN

Further to minute 6 dated 7 April 2006, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, about the Human Resources Service Plan which identified projects with a specified development aim and priority rating.

In relation to future monitoring and evaluation of the Service Plan, members made the following comments and requests:-

- future plans should include target time frames with start and finish dates;
- quarterly update reports would allow progress to be monitored;
- the project areas involving sickness absence and engaging a more diversely representative workforce, should take precedence in the high priority areas identified.

RESOLVED that the report be noted.

7 ABSENCE MANAGEMENT

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing the procedures followed in absence management.

RESOLVED

- (1) that the report be noted;**
- (2) that an absence management report, to include figures and statistics for monitoring purposes, be submitted to future quarterly Human Resources Committee meetings;**
- (3) that a detailed report, to include statistical information, be submitted to the next meeting regarding the following issues:-**
 - ill health retirements;
 - enhanced pensions;
 - diagnosis of sickness and injuries.

8 SPORTS LEAVE - EMPLOYEE 01/06

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED that the request by employee 01/06 of eight days paid sports leave, as detailed in the report, be approved.

9 CREWING OFFICERS - ESTABLISHMENT OF THE POSTS OF TWO

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which, as a result of the change in the shift system, required the establishment of two Crewing Officer posts to ensure that continual and effective operational cover was maintained.

RESOLVED

- (1) that the two posts of Crewing Officer be established at Grade 4;**
- (2) that the salary cost be met from the modernisation budget.**

10 EXCLUSION OF PUBLIC

RESOLVED that, pursuant to section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining items as they contained information relating to individuals and were likely to reveal the identity of those individuals and, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in paragraph 2 of schedule 12A to the Act.

11 CHANGES TO SALARY GRADES

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED

- (1) that, as a result of the job evaluation process, the salary upgrades identified in the report be approved and backdated to 1 April 2006;**
- (2) that the scale points within the grade be set by the Head of Service.**

12 UNPAID LEAVE - EMPLOYEE 02/06

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED that the decision to allow employee 02/06 six months unpaid leave from 1 June 2006, be ratified.



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting of the held on **6 OCTOBER 2006** at Fire and Rescue Service Headquarters, Bestwood Lodge from 10.05 am to 11.34 am.

Membership

- Councillor B Charlesworth
- Councillor B Grocock
- ^ Councillor J Knight
- ^ Councillor T Pettengell
- Councillor T Spencer

Members absent are marked ^

13 APPOINTMENT OF CHAIR

RESOLVED that Councillor Charlesworth be appointed Chair for the municipal year 2006/07.

14 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Pettengell.

15 DECLARATIONS OF INTEREST

No declarations of interests were made.

16 MINUTES

RESOLVED that the minutes of the last meeting held on 7 July 2006 be confirmed and signed by the Chair.

17 ANNOUNCEMENTS

Mr Dick Dawson was introduced to the Committee as interim Training and Development Manager.

18 HUMAN RESOURCE ANNUAL SERVICE PLAN

Further to minute 6 dated 7 July 2006, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which included the following issues identified as priorities by the Committee:-

- Age Discrimination
- Rank to Role
- Attendance Management
- Disability Discrimination Act
- Changes to the Firefighter Pension Scheme
- Stress Management
- Fitness Review
- Equality Standards for Local Government
- Positive Action
- Cultural Audit
- Regional Equalities Strategy

In addition to the report, members were informed that an encouraging number of enquiries had been received as a result of the current firefighter recruitment drive.

RESOLVED that the report be noted.

19 SICKNESS ABSENCE REVIEW

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing a decline in the sickness absence rate of whole-time staff for the period January to June 2006, compared to the same period of the previous year.

RESOLVED that the report be noted.

20 CHANGES TO THE FIREFIGHTER PENSION SCHEME

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which informed members on the following points:-

- Firefighters' Pension Scheme (Amendment) (England) Order 2005
- Firefighters' Pension Scheme (Civil Partnerships Amendments) (England and Scotland) Order 2005
- Firefighter' Pension Scheme (Amendment) (England) Order 2006
- Amendment to the 1992 Scheme
- **Firefighters' Pension Scheme 2006**
- **The Firefighters' Compensation Scheme Order 2006**
- Circular FPSC 08/2006 (Re-employment and Abatement)

RESOLVED

- (1) that the contents of the report be noted;**
- (2) that the Fire and Rescue Authority be advised of new review arrangements under Rule K1 of the scheme;**
- (3) that the Fire and Rescue Authority be recommended to set the review period for ill- health pensions at five years;**
- (4) that the Fire and Rescue Authority be requested to consider recommendations to;**
 - (i) allow early release of pension benefits and immediate re-engagement as a Firefighter; and**
 - (ii) allow early release of pension benefits and re-engagement as a firefighter, and that an abatement be applied to pension payments to ensure that salary plus pension payment did not exceed previous salary;**
- (5) that future consideration be given to the management and administration of pension scheme arrangements to take account of the increased complexity and workload associated with the Firefighter Pension Scheme.**

21 ILL HEALTH RETIREMENTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which informed members of ill health retirements which could lead to enhanced pension payments. Details of the financial implications were circulated at the meeting.

RESOLVED

- (1) that the report be noted;**
- (2) that the Authority's redeployment policy be reviewed by this Committee at a future meeting.**

22 CHANGE OF MEETING DATE

RESOLVED that the meeting scheduled for 5 April 2007 be re-arranged to take place at 9.30 am on 4 April 2007.



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting of the held on **5 JANUARY 2007** at Fire and Rescue Service Headquarters, Bestwood Lodge from 10 am to 11.15 am.

Membership

Councillor B Charlesworth (Chair)
Councillor B Grocock
Councillor J Knight
Councillor T Pettengell
^ Councillor T Spencer

Members absent are marked ^

23 APPOLOGY FOR ABSENCE

An apology was received from Councillor Spencer.

24 DECLARATIONS OF INTERESTS

No declarations of interests were made.

25 MINUTES

RESOLVED that the minutes of the meeting held on 6 October 2006, copies of which had been circulated, be confirmed and signed by the Chair.

26 HUMAN RESOURCES ANNUAL SERVICE PLAN

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which updated members on the progress on the high priority items for the Learning and Development Section with expected achievement target dates.

RESOLVED

- (1) that the progress made by the Learning and Development section be noted and continued development be supported;**
- (2) that the Chief Fire Officer:-**
 - (a) submit an inventory of policies to the next meeting;**
 - (b) inform Members of the latest outcome of the Audit Commissions' assessment of the 'people' element of the Comprehensive Performance Assessment;**
- (3) that it be noted that the Assessment and Development Centre process had been identified as 'best practice' by the National Workforce Development Team.**

27 LOCAL GOVERNMENT EARLY TERMINATION OF EMPLOYMENT DISCRETIONARY COMPENSATION REGULATIONS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which informed Members of the recent changes in regulations which could affect members of staff who were eligible to join the Local Government Pension Scheme.

RESOLVED

- (1) that Management's decision to apply the provisions of the 2000 regulations in considering severance arrangements where employment was terminated before 31 March 2007, be endorsed and that legal advice be sought in all cases to ensure compliance with legislation;**
- (2) that the above decision be referred to the next meeting of the Fire and Rescue Authority for ratification;**
- (3) that, on completion of negotiations with representative bodies, this Committee consider the amended Discretionary Payment Policy to be adopted by Nottinghamshire County Council, together with policies from Nottingham City Council and other Fire & Rescue Services;**
- (4) that, subject to any decisions regarding the application of a revised policy, the Authority give consideration to the method by which it will decide upon the severance payment, or pension augmentation, in each individual case.**

28 POLICY ON RE-ENGAGEMENT

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED that, with a view to implementing a final policy on 1 April 2007, appropriate representative bodies be consulted on the draft policy on re-engagement.

29 CONVERSION OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which identified the re-designated posts during 2006.

RESOLVED that the report be noted.

30 EXCLUSION OF THE PUBLIC

RESOLVED that, pursuant to section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining items as they contained information relating to individuals and were likely to reveal the identity of those individuals and, 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.

31 CHANGE TO SALARY GRADE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which informed Members of the proposed change to salary grade following a recent job evaluation.

RESOLVED

(1) that the following be supported:-

- (a) the proposed salary upgrade, in line with the Special Responsibility Allowance, as detailed in the report;**
- (b) the proposal for the scale point within the salary grade to be set by the Head of Service;**

(2) that the Chief Fire Officer submit the proposals, as detailed above, to the Fire and Rescue Authority with a recommendation from this Committee for approval.

32 EMPLOYMENT TRIBUNALS

RESOLVED that the brief presentation in regard to employment tribunals be noted.



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting held on **4 APRIL 2007** at the Council House, Old Market Square, Nottingham from 9.35 am to 10.34 am.

Membership

- | | | | |
|---|---------------------------|---------|-------------------------------------|
| | Councillor B Charlesworth | (Chair) | (present from minute 38) |
| | Councillor J Cottee | | (substitute for Councillor Spencer) |
| ^ | Councillor B Grocock | | |
| | Councillor J Knight | | |
| | Councillor T Pettengell | | |
| ^ | Councillor T Spencer | | |

Members absent are marked ^

33 CHAIR

RESOLVED that in the absence of Councillor Charlesworth at the start of the meeting, Councillor Pettengell take the Chair.

34 APPOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grocock and Spencer.

35 DECLARATIONS OF INTERESTS

No declarations of interest were made.

36 MINUTES

RESOLVED that the minutes of the meeting held 5 January 2007, copies of which had been circulated, be confirmed and signed by the Chair presiding at the meeting.

37 HUMAN RESOURCES COMMITTEE – ROLE AND TERMS OF REFERENCE

RESOLVED that the report of the Clerk, copies of which had been circulated, role and terms of reference for the Human Resources Committee, as revised by the Authority at its meeting on 23 February 2007, be noted.

38 HUMAN RESOURCES STRUCTURE

During consideration of this item Councillor Charlesworth arrived and Councillor Pettengell relinquished the Chair.

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, which outlined the process undergone in regard to the revision of the Human Resources Structure.

RESOLVED

- (1) that the proposed structure, as presented in Appendix C to the report, be approved for consultation;**
- (2) that, following consultation, the Chief Fire Officer submit the proposed human resources structure for consideration by the Committee.**

39 HUMAN RESOURCES ACTION PLAN

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, which outlined the activities of the Interim Head of Human Resources in implementing the recommendations contained within the PricewaterhouseCoopers report on the Human Resources function of the Authority.

RESOLVED

- (1) that the report be noted;**
- (2) that the Chief Fire Officer submit to this Committee, progress reports on a quarterly basis, regarding the continued implementation of recommendations contained within the PricewaterhouseCoopers report on the Human Resources function of the Authority.**

40 HUMAN RESOURCES BUSINESS PLAN 2007/08

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, which identified the key areas of development for the Human Resources department during 2007/08.

RESOLVED

- (1) that the report be noted;**
- (2) that the Chief Fire Officer submit to this Committee, progress reports on a quarterly basis, regarding the development of the Human Resources department.**

41 ESTABLISHMENT OF PERMANENT POSTS WITHIN THE LEARNING AND DEVELOPMENT SECTION

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, regarding the proposed establishment of two posts.

RESOLVED that the permanent posts of Management Development Trainer and Workplace Assessor be established on Grade 4 within the Learning and Development Section.

42 POLICIES UPDATE

Consideration was given to the report of the Deputy Chief Fire Officer, copies of which had been circulated, and to an addendum listing the current status of Human Resources Policies, copies of which were placed around the table.

RESOLVED

- (1) that the audit of policies and actions to ensure that the Service had up to date policies, as detailed in appendix one to the report, be noted;**
- (2) that the Chief Fire Officer Submit regular reports regarding policy updates, revisions and implementation.**

43 CHANGE TO SALARY GRADE

Consideration was given to the report of the Deputy Chief Fire Officer, copies of which had been circulated, which informed members of the outcome of a job evaluation of the post of Equality and Diversity Officer.

RESOLVED that the post of Equality and Diversity Officer be re-graded from Grade 7 to Grade 8.

44 EXCLUSION OF THE PUBLIC

RESOLVED that, pursuant to section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining item as it contained information relating to individuals and was likely to reveal the identity of those individuals and, 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 2 of Schedule 12A to the Act.

45 PROPOSED PAYMENTS OF HONORARIA

Consideration was given to the report of the Deputy Chief Fire Officer, copies of which had been circulated.

RESOLVED that the payment of honoraria, as set out in the report, be approved.

46 THANKS

It was announced that Councillor Charlesworth would not be standing for re-election at the forthcoming Local Elections.

RESOLVED that the Committee's thanks to Councillor Charlesworth be recorded for his many years of work with the Authority.