



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting of the held on **6 JULY 2007** at The Council House, Old Market Square, Nottingham from 10 am to 10.50 am.

Membership

^	Councillor P Lally	(Chair)	
	Councillor B Grocock		(substitute for Councillor Lally)
	Councillor H James		(minutes 5 to 10 inclusive)
	Councillor J Knight		
	Councillor T Pettengell		
	Councillor T Spencer		

Members absent are marked ^

1 CHAIR

RESOLVED that in the absence of Councillor Lally, the Chair for the meeting be taken by Councillor Grocock.

2 APPOLOGY FOR ABSENCE

An apology for absence was received from Councillor Lally.

3 DECLARATIONS OF INTERESTS

No declarations of interests were made.

4 MINUTES

RESOLVED that the minutes of the last meeting held on 4 April 2007, copies of which had been circulated, be confirmed and signed by the Chair presiding at the meeting.

5 HUMAN RESOURCES DEPARTMENT- INTERIM ARRANGEMENTS

Further to minute 38 dated 4 April 2007, consideration was given to the report of the Chief Fire Officer, copies of which had been circulated. The report informed members of the interim management and reporting arrangements in place within the Human Resources Department in preparation for the withdrawal of Mr P Short, the current Interim Head of Human Resources, at the end of July and the introduction of Mr C Parkinson as the new Interim Head of Human Resources.

RESOLVED

- (1) that the interim arrangements for the Human Resources Department, as set out in the report, be noted:**
- (2) that the Chief Fire Officer submit further reports to future meetings detailing progress made within the Human Resources Department.**

6 HUMAN RESOURCES ACTION PLAN

Further to minute 39, dated 4 April 2007, consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, which detailed the progress made to date in implementing the Human Resources Action Plan.

RESOLVED

- (1) that the progress made to date in implementing the Human Resources Action Plan be endorsed;**
- (2) that the Chief Fire Officer submit further reports to future meetings detailing progress on the implementation of the Human Resources Action Plan.**

7 DISTRICT ADMINISTRATORS - CHANGE TO SALARY GRADE

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, informing members of the outcome of a recent job evaluation which resulted in the regrading of the post of District Administrator from Grade 3 to Grade 4 as detailed in the report.

RESOLVED that the generic role of District Administrator be regraded to Grade 4.

8 FIRE EXTINGUISHER MAINTENANCE ENGINEER: ESTABLISHMENT OF ADDITIONAL POST

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, proposing the establishment of a fifth Fire Extinguisher Maintenance Engineer post resulting from the increased demand for the services of this Section.

RESOLVED that an additional post of Fire Extinguisher Maintenance Engineer on Grade 2 be established.

9 RANK TO ROLE UPDATE

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members on the progress of rank to role conversion of uniformed staff.

RESOLVED

- (1) that the report and progress towards the completion of the rank to role process be noted;**
- (2) that the Chief Fire Officer submit a detailed report to a future meeting following completion of the rank to role process.**

10 DATES OF FUTURE MEETINGS

RESOLVED

- (1) that future meetings of the Human Resources Committee commence at 10.30am;**
- (2) that, pending the outcome of consultation with Committee members, an alternative meeting date to that scheduled for 5 October 2007 be sought;**
- (3) that the meeting dates of 4 January and 28 March 2008 be noted.**