



**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

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**Agenda No:**

**Date:** 07 December 2007

**Purpose of Report:**

To report the business and actions of the Human Resources Committee meeting of 05 October 2007 to Members of the Fire and Rescue Authority.

## 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 & Rescue Authority meeting 1 June 2007.

## **2. REPORT**

- 2.1 The unconfirmed minutes of the meeting 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 received an update on progress within the Human Resources department over the last three months in implementing the Human Resources action plan. The progress made with regard to this implementation was endorsed by the Committee. An update was also provided around the revised Human Resources department structure, which is an interim structure put in place in July 2007 and will continue to remain in place, until a permanent Human Resources department structure is confirmed.
- 2.3 Two policies previously adopted by the full Fire & Rescue Authority at its meeting on 7 September 2007 were also presented to the Committee for information, namely the Discretionary Compensation Payments Policy and the Re-engagement on Retirement policy. Reports regarding both policies were noted, with an additional resolution in terms of the Re-engagement on Retirement policy, that further regular reports would be presented to the Committee in order for application of the final policy to be reviewed.
- 2.4 The final item before the Committee was consideration of the approval of outcomes of a recent job evaluation exercise for posts within the Human Resources department. The Committee resolved that the posts of Human Resources Services Officer and Human Resources Services Administrator be re-graded as detailed in the report presented. In light of information to be presented to the next meeting of the Committee in January 2008 regarding a permanent structure as detailed in 3.2 above, it was additionally resolved that further consideration be given to the grading of the post of Human Resources Corporate Manager and the re-grading of the post of Senior Human Resources Officer.

## **3. FINANCIAL IMPLICATIONS**

All financial implications were considered as part of the original reports submitted to the Human Resources Committee.

#### **4. PERSONNEL IMPLICATIONS**

All personnel implications were considered as part of the original reports submitted to the Human Resources Committee.

#### **5. EQUALITY IMPACT ASSESSMENT**

An equality impact assessment has not been specifically carried out in relation to this report. There are no additional implications for Members to consider as a result of this progress report.

#### **6. 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.

#### **7. RECOMMENDATIONS**

That Members note the contents of this report.

#### **8. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

Councillor Patrick Lally  
**CHAIR OF HUMAN RESOURCES COMMITTEE**