



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

Agenda No:

Date: 22 February 2008

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of 04 January 2008.

CONTACT OFFICER

Name : Andrew Beale
Assistant Chief Fire Officer

Tel : (0115) 967 0880

Email : andrew.beale@notts-fire.gov.uk

Media Enquiries Elisabeth Reeson

Contact : (0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

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 There were five reports presented to the Committee, the first of which provided an update on the Human Resources Strategy, including an outline of timescales for achieving targets. The Strategy was adopted, subject to amendment of typographical errors and to ensuring clarity that the Strategy referred to all Service staff. It was further resolved that the Strategy should be presented to the next full Fire and Rescue Authority meeting, and subject to approval at that meeting, the Chief Fire Officer should provide a report regarding the progress made in achieving the targets detailed in the report, on at least an annual basis to the Human Resources Committee.
- 2.2 The Committee additionally considered a report, further to its meeting in October 2007, which gave Members an update on progress in implementing the Human Resources Action Plan. The report detailed that compared to last year's figures, sickness levels had fallen and the number of grievances lodged was down. Members were also informed that appointments had been made to the posts of Equalities Advisor and Performance Manager. The report was endorsed and it was resolved that further progress reports should be submitted by the Chief Fire Officer to future meetings.
- 2.3 Consideration by the Committee was also given to a report detailing the Regional Management Board's ongoing work to establish a Regional Control Centre. The report was noted, but it was resolved that, in line with the view of the Local Authority Controlled Company, the Committee accepted that any unavoidable redundancies, post-transfer of staff to the Regional Control Centre, be the responsibility of the East Midlands Regional Control Centre Ltd and that a report be submitted to the Fire and Rescue Authority at its next meeting for approval.
- 2.4 The final report for consideration by the Committee in the open meeting was concerning conversion of posts. The Committee was informed that during the period January to December 2007 there had not been any conversion of posts and therefore the report was duly noted.
- 2.5 Following a resolution pursuant to Section 100A(4) of the Local Government Act 1972, the public were excluded from the meeting and the Committee finally considered a report regarding a change to salary grade. The report was endorsed, with a re-grading from Grade 7 to Grade 8, backdated to the date of the re-grading application, and salary point within the grade to be

determined by the Head of Service. It was further resolved that the job description, grade and scale be reviewed, should there be a material change in duties to those detailed in 1-19 of the job description.

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

5. EQUALITY IMPACT ASSESSMENT

An initial equality impact assessment is attached as Appendix A to this report.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. 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.

8. RECOMMENDATIONS

That Members note the contents of this report and the business undertaken by the Human Resources Committee.

9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Councillor Patrick Lally
CHAIR OF HUMAN RESOURCES COMMITTEE

INITIAL EQUALITY IMPACT ASSESSMENT

<i>Section</i>	<i>Manager</i>	<i>Date of Assessment</i>	<i>New or Existing</i>
SMT	DCFO BEALE	25 JANUARY2008	N/A
Name of Report to be assessed		HUMAN RESOURCES COMMITTEE OUTCOMES	
1. Briefly describe the aims, objectives and purpose of the report.		To provide an update to the Fire & Rescue Authority on the business and actions of the Human Resources Committee	
2. Who is intended to benefit from this report and what are the outcomes?		Members of the Fire & Rescue Authority, in updating them on the activities and actions of the Human Resources Committee	
3. Who are the main stakeholders in relation to the report?		Fire & Rescue Authority directly relating to the report, additionally the Strategic Management Team, Human Resources, Employees, Representative Bodies in relation to the business of the Committee	
4. Who implements and who is responsible for the report?		DCFO Andrew Beale	

Please identify the differential impact in the terms of the six strands below. Please tick yes if you have identified any differential impacts. Please state evidence of negative or positive impacts below.

<i>STRAND</i>	Y	N	<i>NEGATIVE IMPACT</i>	<i>POSITIVE IMPACT</i>				
Race		X						
Gender		X						
Disability		X						
Religion or Belief		X						
Sexuality		X						
Age		X						
6. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?			Y	N	7. Should the policy/service proceed to a full impact assessment?		Y	N
								X

I am satisfied that this policy has been successfully impact assessed. I understand the impact assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed (completing person) DCFO Beale

Date 25/01/08



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting held on **4 JANUARY 2008** at The Council House, Old Market Square, Nottingham from 10.30 am to 11.25 am and 11.35 am to 11.40 am.

Membership

- Councillor P Lally (Chair)
Councillor H James
^ Councillor J Knight
Councillor T Pettengell
^ Councillor T Spencer

Members absent are marked ^

21 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Spencer.

22 DECLARATIONS OF INTERESTS

No declarations of interests were made.

23 MINUTES

RESOLVED that the minutes of the last meeting held on 5 October 2007, copies of which had been circulated, be confirmed and signed by the Chair.

24 UPDATED HUMAN RESOURCES STRATEGY

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, which presented to members the updated Human Resources Strategy including timescales for achieving targets.

RESOLVED

- (1) that, subject to the amendment of some minor typing errors and to making it clear that the strategy referred to all service staff, the updated Human Resources Strategy be endorsed and submitted to the next full Fire and Rescue Authority meeting with this Committee's recommendation for approval;**
- (2) that, subject to approval of the Human Resources Strategy by the full Fire and Rescue Authority, the Chief Fire Officer submit a report to this Committee on at least an annual basis, regarding the progress made in achieving the targets as detailed in the report.**

25 HUMAN RESOURCES UPDATE

Further to minute 14 dated 5 October 2007, consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members on progress in implementing the Human Resources Action Plan. Compared to last year's figures, sickness levels had fallen and the number of grievances lodged was down. Members were also informed that appointments had been made to the posts of Equalities Advisor and Performance Manager.

RESOLVED that the progress made on implementation of the Human Resources Action Plan, as set out in the report, be endorsed and further progress reports be submitted by the Chief Fire Officer to future meetings.

26 REGIONAL CONTROL CENTRE TRANSFER - UPDATE

Further to minute 12 of the Fire and Rescue Authority dated 1 June 2007, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, outlining the Regional Management Board's ongoing work to establish a Regional Control Centre.

RESOLVED

- (1) that the report be noted;**
- (2) that, in line with the view of the Local Authority Control Company, this Committee accepted that any unavoidable redundancies, post-transfer of staff to the Regional Control Centre, be the responsibility of the East Midlands Regional Control Centre Ltd and that a report be submitted to the Fire and Rescue Authority for approval.**

27 CONVERSION OF POSTS

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, informing members that there had not been any conversion of posts in the period January to December 2007.

RESOLVED that the report be noted.

28 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 an individual and to the financial and business affairs of a particular individual 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.

29 CHANGE TO SALARY GRADE

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

The Committee adjourned for ten minutes to allow officers to seek legal advice.

RESOLVED

- (1) that, as detailed in the report, the re-grading from Grade 7 to Grade 8 be backdated to the date of the re-grading application;**
- (2) that, as per the grading process, the salary point within the grade (43) be established by the Head of Service;**
- (3) that the job description, grade and scale be reviewed should there be a material change in duties to those detailed in 1 to 19 of the job description.**