



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: 23 May 2008

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of 28 March 2008.

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 unconfirmed minutes of the meeting held on Friday 28 March 2008 are attached to this report at Appendix B. The Committee were in receipt of nine reports and the following summarises the main points of the papers discussed at the meeting.
- 2.2 A human resources update was provided to the Committee, which reported on progress made in implementing the Human Resources Action Plan over the previous three months. It was highlighted that progress continues to be made in all of the workstream areas and where further work is required, future plans have been put in place to ensure this work is progressed. The report additionally outlined that a review is currently ongoing to look at options for a permanent structure within the human resources function. Human resources metrics detail was also provided concerning sickness absence, discipline, grievance and staffing numbers. Of particular note was the continued reduction of overall sickness absence. The report was endorsed and the Committee requested that further progress reports, with particular emphasis on the management of sickness absence performance, be submitted to further meetings.
- 2.3 The second report presented to the Committee sought approval of the establishment of a new post of Assistant Supplies Officer and outlined the background to the establishment of the post and recent events with the Integrated Clothing Project which have meant there is a requirement for the post to remain and the Committee therefore endorsed the inclusion of the post on the establishment.
- 2.4 A further report recommended the Committee give their approval to the Authority fixing the Local Government Pension Scheme rates for the coming year on the basis of salaries at 1 April each year and for these not to be adjusted throughout the year. The Committee supported the recommendation.
- 2.5 The Committee were also asked to consider a proposal that from 1 April 2008 the Human Resource Committee delegate authority to the Chief Fire Officer, through the Human Resources department, for the implementation of grading decisions arising from the application of the job evaluation scheme and receive a quarterly summary report of regarding decisions, positive and negative, at subsequent meetings. It was further recommended that

governance arrangements be changed to reflect this delegation of Authority and that the terms of reference for the Committee be amended to reflect this change. The Committee endorsed all of the recommendations.

- 2.6 For the remaining five reports, which all related to the change of salary grade to a number of posts, the Committee were asked to consider exclusion of the public for these items. The exclusion was agreed and the Committee subsequently endorsed all five reports (08/01 – 08/05) with the salary point within each grade to be established by the Head of Service.

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. 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	ACFO BEALE	11 April 2008	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?		ACFO 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) ACFO Beale

Date 11 April 2008



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting held on **28 MARCH 2008** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham from 10.35 am to 11.22 am.

Membership

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

Members absent are marked ^

30 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Pettengell.

31 DECLARATIONS OF INTERESTS

No declarations of interests were made.

32 MINUTES

RESOLVED that the minutes of the last meeting held on 4 January 2008, copies of which had been circulated, be confirmed and signed by the Chair.

33 HUMAN RESOURCES UPDATE

Further to minute 25 dated 4 January 2008, consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members in respect of progress in implementing the Human Resources Action Plan. It was reported that the

recorded increase in sickness absence was mainly attributable to seasonal factors, in particular to the effects of the winter vomiting virus.

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

34 ASSISTANT SUPPLIES OFFICER – ESTABLISHMENT OF POST

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, requesting approval of an additional post of Assistant Supplies Officer. It was explained that a post had been deleted some years previously from the Stores establishment following the outsourcing of the management, storage, issue and laundry of personal protection equipment. However, the external arrangement proved unsatisfactory, requiring the establishment of an internal post.

RESOLVED that the establishment of a new post of Assistant Supplies Officer on salary Grade 2 be approved.

35 CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME – EMPLOYERS DISCRETION

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, requesting approval for 'fixing' the revised Local Government Pension Scheme (LGPS) contribution bands at 1 April each year, and not to seek to adjust this for changes in-year. It was explained that this was the view taken by Nottinghamshire County Council, and that agreement with trade unions would also be required.

RESOLVED that the exercise of an employer's discretion in relation to 'fixing' Local Government Pension Scheme contribution rates for 2008/09 and subsequent years on the basis of salaries at 1 April each year be approved.

36 REGRAIDING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing that delegated authority be given to the Chief Fire Officer to authorise the permanent regrading of posts following job evaluation.

RESOLVED

- (1) that, from 1 April 2008, authority be delegated to the Chief Fire Officer, for the implementation of grading decisions arising from the application of the Job Evaluation scheme, the Human Resources Committee receiving quarterly summary reports of regarding decisions, positive and negative, at subsequent meetings;**
- (2) that governance arrangements be changed to reflect this delegation of authority, set out in paragraph 3.1 of the Personnel Regulations as follows:-
'3.1 The grading of posts, including regrading applications, should be dealt with under the NJC Job Evaluation Scheme. The Chief Fire Officer has**

delegated authority to amend post gradings in line with the outcomes of the job evaluation process and will report such changes to the Human Resources Committee’;

- (3) that the terms of reference for the Human Resources Committee be amended to reflect the delegation of authority to the Chief Fire Officer for the implementation of grading decisions arising from the Job Evaluation scheme.**

37 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.

38 CHANGE TO SALARY GRADES (08/01)

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

RESOLVED

- (1) that, as per the grading process, the salary point within the grade for each of the employees be established by the Head of Service;**
- (2) that information in respect of the financial contingency be submitted to the HR Committee as part of the regular financial reporting process.**

39 CHANGE TO SALARY GRADES (08/02)

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

RESOLVED that, as per the grading process, the revised grades for the posts of PA to the Chief Fire Officer, and PA: Strategic Management Suite be approved, and that the salary point within the grade for each of the employees be established by the Head of Service.

40 CHANGE TO SALARY GRADES (08/03)

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

RESOLVED that, as per the grading process, the revised grades for the posts of Fire Extinguisher Maintenance Engineers and the Fire Extinguisher Maintenance and Improvement Manager be approved, and that the salary point within the grades be established by the Head of Service.

41 CHANGE TO SALARY GRADES (08/04)

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

RESOLVED

- (1) that, as per the grading process, the revised grade for the Fleet Management Data Co-ordinator be approved, and that the salary point within the grade be established by the Head of Service;**
- (2) that approval be given to the payment of an honorarium sum detailed in the report.**

42 CHANGE TO SALARY GRADES (08/05)

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

RESOLVED that, as per the grading process, the revised grades for the posts of Education Liaison Officer and Home Safety Check Co-ordinator be approved, and that the salary point within the grade for each of the employees be established by the Head of Service.