



**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:** 5 September 2008

**Purpose of Report:**

To report to Members the business and actions of the Human Resources Committee meeting of 4 July 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 & Rescue Authority meeting 1 June 2007.

## **2. REPORT**

- 2.1 The minutes of the meeting of the Human Resources Committee held on Friday 4 July 2008 are attached to this report at Appendix B. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee were in receipt of a report updating Members on progress in implementing the Human Resources Action Plan. An analysis of progress to date was presented, as well as an outline of future activity. It was noted that there had been an overall reduction in reported sickness absence for Quarter 4, 1 January – 30 March 2008. However, there had been an increase in sickness absence for non-uniformed staff. In this light, it was resolved that the progress made on implementation of the Human Resources Action Plan 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. It was also requested that actual figures for absences, in addition to percentages, be shown on future reports.
- 2.3 The Committee were asked to consider exclusion of the public for the remaining item. This was agreed. Consideration was subsequently given to a report of the Chief Fire Officer regarding the regrading of posts, which provided an update on the applications considered by, and the outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment. It was resolved that the report be noted.

## **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. LEGAL IMPLICATIONS**

There are no legal implications arising directly from this report.

## **8. 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.

## **9. RECOMMENDATIONS**

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

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

None.

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

## INITIAL EQUALITY IMPACT ASSESSMENT

<b>Section</b>	<b>Manager</b>	<b>Date of Assessment</b>	<b>New or Existing</b>
SMT	ACFO BEALE	29 July 2008	N/A
<b>Name of Report to be assessed</b>		<b>HUMAN RESOURCES COMMITTEE OUTCOMES</b>	
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 29 July 2008

## APPENDIX B



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

#### HUMAN RESOURCES COMMITTEE

#### **MINUTES**

of the meeting held on **11 JULY 2008** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham from 2.00 pm to 2.53 pm.

#### **Membership**

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

Members absent are marked ^

#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Pettengell and Spencer.

#### **2 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

#### **3 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 28 March 2008, copies of which had been circulated, be confirmed and signed by the Chair.

#### **4 HUMAN RESOURCES UPDATE**

Further to minute 33 dated 28 March 2008, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on progress in implementing the Human Resources Action Plan. It was noted that there had been an overall reduction in reported sickness absences for Quarter 4, 1 January to 31 March 2008. However, there had been an increase in sickness absence for non-uniformed staff.

#### **RESOLVED**

- (1) 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;**
- (2) that actual figures for absences, in addition to percentages, be shown on future reports.**

#### **5 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.**

#### **36 REGRAIDING OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing an update on the applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period April to June 2008.

**RESOLVED that the contents of the report be noted.**