



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: 19 December 2008

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of 10 October 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 Human Resources Committee held on Friday 10 October 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 resolved that further consideration of this item be deferred to the next meeting of the Committee.
- 2.3 Consideration was additionally given to a report seeking agreement to the implementation of the revised grading structure applied to employees covered by the Scheme of Conditions for Local Government services. As recommended in the report it was resolved that the proposed changes be agreed and that the changes be implemented with effect from 01 April 2008 and back-dated payments be made accordingly.
- 2.4 Partnership management was also the focus of a report before the Committee, where a new approach to the Service's management of partnership engagement was outlined, with particular reference to Local Area Agreements (LAAs), Local Strategic Partnerships (LSPs) and Crime and Disorder Reduction Partnerships (CDRPs). In line with the recommendations in the report it was resolved that a post of Partnership Manager be established; that the approach being taken to create two secondment opportunities with the City and County Councils to work on partnership matters be approved; and finally that an additional temporary post is established to support the Risk Manager on a fixed term basis to support the risk management of the LAA agenda within both the City and County.
- 2.5 At its meeting in January 2008 the Committee had requested an update later in the year on the position in relation to the transfer of Control employees to the Regional Control Centre (RCC). An update was provided to the Committee at this meeting detailing work which had been undertaken in respect of consultation, staff briefings and employee participation, initial staffing pool, reasonableness criteria, selection for RCC roles and local measures. The Committee noted the report.

2.6 For the remaining three reports, the Committee were asked to consider excluding the public from the meeting during consideration of these items. This was endorsed, and the three reports presented were in respect of:

- Regrading of Posts – the report was noted.
- Retained Support Staff – establishment of the posts as outlined was agreed.
- Workforce Plan 2008-10 – the Nottinghamshire Fire and Rescue Service Workforce Plan for 2008-10 was approved.

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 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

FOR NOTING

INITIAL EQUALITY IMPACT ASSESSMENT

Section	Manager	Date of Assessment	New or Existing
SMT	ACFO BEALE	10 November 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 10 November 2008

APPENDIX B



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES

Of the meeting held on **10 OCTOBER 2008** at Fire and Rescue Service Development Centre, Ollerton from 10.47 am to 11.45 am.

Membership

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

Members absent are marked ^

7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Knight (on County Council business), Pettengell and Spencer.

8 DECLARATIONS OF INTERESTS

No declarations of interests were made.

9 MINUTES

RESOLVED that the minutes of the last meeting held on 11 July 2008, copies of which had been circulated, be confirmed and signed by the Chair.

10 HUMAN RESOURCES UPDATE

RESOLVED that consideration of this item be deferred to the next meeting.

11 REVIEW OF GRADING STRUCTURE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking agreement to the implementation of the revised grading structure applied to employees covered by the Scheme of Conditions for Local Government Services.

RESOLVED

- (1) that the proposed changes to the grading structure for employees covered by the Scheme of Conditions for Local Government Services be agreed;**
- (2) that the changes be implemented with effect from 1 April 2008 and back-dated payments be made accordingly.**

12 PARTNERSHIP MANAGEMENT

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing a new approach to the Service's management of partnership engagement and, in particular, Local Area Agreements (LAAs), Local Strategic Partnerships (LSPs) and Crime and Disorder Reduction Partnerships (CDRPs).

RESOLVED

- (1) that a post of Partnership Manager be established, it being noted that this was being assessed by the Job Evaluation Panel and was expected to be on grade 8 or less, with the cost being met from the deletion of the post of Automatic Fire Alarms Co-ordinator and the deficit funded from within the uniformed pay settlement under-spend;**
- (2) that the approach being taken to create two secondment opportunities with the City and County Councils to work on partnership matters be approved and the cost met from the Local Public Service Agreement (LPSA) grant for two years, with a review undertaken after the first year;**
- (3) that the establishment of an additional temporary post on grade 4 to support the Risk Manager on a fixed term basis to support risk management of the LAA agenda within both the City and County be approved and the cost met from the LPSA grant until the end of March 2010, and then reviewed.**

13 UPDATE ON THE TRANSFER TO THE REGIONAL CONTROL CENTRE

Further to minute 26 dated 4 January 2008, consideration was given to a report of the Chief Fire Officer, updating the Committee on the current position in relation to the transfer of Control employees to the Regional Control Centre.

RESOLVED that the contents of the report be noted.

14 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 items as they contained information relating to individuals and to the financial and business affairs of particular individuals 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.

15 REGRAIDING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period from July to October 2008 inclusive.

RESOLVED that the report be noted.

16 RETAINED SUPPORT STAFF

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking approval for the establishment of retained support staff on a permanent basis, these being two Retained Liaison Managers and five Retained Support Officers.

RESOLVED

- (1) that five posts of Retained Support Officers be established, it being noted that:-**
 - (a) the post had been assessed by the Job Evaluation Panel as being grade 3;**
 - (b) the role was non-uniformed, conditioned to the Local Government Scheme of Conditions, permanent and part-time, 12 hrs per week;**
 - (c) the cost would be met from a new specific budget within the Authority's 2008/9 base budget;**
- (2) that two posts of Retained Liaison Managers be established, it being noted that:-**

- (a) the post had been assessed by the Job Evaluation Panel as being grade 6;
- (b) the role was non-uniformed, conditioned to the Local Government Scheme of Conditions, permanent and part-time, 15 hrs per week;
- (c) the cost would be met from a new specific budget within the Authority's 2008/9 base budget;

17 WORKFORCE PLAN 2008-10

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the development of the Workforce Plan 2008-10, which was attached as Annex A to the report. The Plan had been developed as an objective set out in the Service Human Resources Strategy, adopted by the Authority in January 2008. It had been developed in consultation with the Performance and Co-ordination Team and had been endorsed by the Strategic Management Team.

RESOLVED that the Nottinghamshire Fire and Rescue Service Workforce Plan 2008-10 be approved.