



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: 20 February 2009

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of 09 January 2009.

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 minutes of the Human Resources Committee held on Friday 09 January 2009 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 seeking approval for the introduction of an on-line voluntary and lifestyle benefits scheme for all Service employees. The Committee were provided with details regarding the scheme and information concerning Motivano, the organisation it was proposed should be commissioned to establish and maintain such a scheme, with an implementation date of 1 April 2009. The recommendation for commissioning and implementation was endorsed. The Committee asked that a report detailing the success or not of this benefits scheme should come back to them in one year.
- 2.3 Consideration was additionally given to a report concerning the establishment of a new post of Environment and Sustainability Manager. The Committee gave thorough consideration to creation of this post and, whilst supportive of its functionality, felt it would be more appropriate for the post to be created on the basis of a two year temporary contract. The recommendation was therefore amended and endorsed to reflect this position. Again the Committee asked that a report should be presented to them before the end of the contract, indicating the benefits of this appointment.
- 2.4 The establishment of two Fire Protection posts was also the focus of a report before the Committee, namely Community Fire Risk Management Information System Co-ordinator and Fire Protection Co-ordinator. The Committee were provided with information concerning the structure of the Fire Protection department and where these two posts would fit within it. On the basis of the detail provided, the Committee endorsed the establishment of both posts.
- 2.5 Members were also updated on progress in implementing the Human Resources Action Plan. An analysis of progress to date was presented, along with figures regarding sickness absence for Quarters 1 and 2 2008/09, information concerning discipline/grievance and staffing numbers. The Committee endorsed the report and progress made to date and also thanked the HR department for providing greater detail within the report.

- 2.5 For the remaining report, the Committee were asked to consider excluding the public from the meeting during consideration of this item. This was endorsed, and a report concerning the Regrading of Posts was considered and duly 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 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 Questionnaire

This questionnaire will enable you to decide whether or not the new or proposed policy or service needs to go through a full Equality Impact Assessment.

Title of policy or service		Human Resources Committee Outcomes				
Name of Employee completing assessment: DCFO Andrew Beale			Department and Section: Strategic Management Suite			
1. State the purpose and aims of the policy or service. To report to Members the business and actions of the Human Resources Committee meeting of 09 January 2009.						
2. Who is responsible for implementing it? Deputy Chief Fire Officer (Head of Corporate Services and Human Resources)						
3. Who is likely to be disproportionately affected by the proposal? People from which of the equality strands? (please tick)						
Age	Disability	Family Status	Gender	Race	Sexual Orientation	Religion or Belief
4. If no boxes are ticked – there is no need to continue the EIA						

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

HUMAN RESOURCES COMMITTEE

MINUTES

Of the meeting held on **9 JANUARY 2009** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, from 10.30 am to 11.44 am.

Membership

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

Members absent are marked ^

18 APOLOGIES FOR ABSENCE

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

19 DECLARATIONS OF INTERESTS

No declarations of interests were made.

20 MINUTES

RESOLVED that the minutes of the last meeting held on 10 October 2008, copies of which had been circulated, be confirmed and signed by the Chair.

21 VOLUNTARY EMPLOYEE BENEFITS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking approval for the introduction of an on-line Voluntary and Lifestyle Benefits Scheme for all Service employees.

RESOLVED

- (1) that the commissioning of Motivano to establish and maintain a voluntary benefits scheme for all employees of the Service, with an implementation date of 1 April 2009, be approved;**
- (2) that a report detailing the performance in value for money of this benefits scheme be submitted by the Chief Fire Officer to this Committee in April 2010.**

22 ENVIRONMENT AND SUSTAINABILITY MANAGER

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking approval from members for the establishment of a new post of Environment and Sustainability Manager. Members were informed that there was a requirement for this management post to identify and advise on environmental strategies and to ensure compliance with current legislation and regulations so that the risk from environmental hazards, such as the disposal of waste oil, was minimised. Members queried whether this post needed to be permanent or for a fixed term initially. They were given a copy of the Atkins Report on Environmental Strategy for information.

RESOLVED

- (1) that the establishment of a post of Environment and Sustainability Manager for a 2 year fixed term contract be approved;**
- (2) that the post be reviewed after 2 years;**
- (3) that a report be presented to this Committee before the end of the contract indicating the benefits of this appointment.**

23 FIRE PROTECTION POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing the establishment of the posts of Community Fire Risk Management Information System (CFRMIS) Co-ordinator and Fire Protection Co-ordinator to comply with the Fire Safety Order 2005.

RESOLVED that the posts of CFRMIS Co-ordinator and Fire Protection Co-ordinator be established.

24 HUMAN RESOURCES UPDATE

Further to minute 10 dated 10 October 2008, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the progress made over the last three months in implementing the Human Resources Action Plan.

RESOLVED

- (1) that a presentation be made at the next meeting on the management of sickness absence by the Service;**
- (2) that the contents of the report be endorsed and progress made be noted;**
- (3) that the Committee's gratitude be conveyed by the Chief Fire Officer to the Human Resources department for providing greater detail within the report.**

25 CONVERSION OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. Members were informed that no posts had been converted since the last meeting on 10 October 2008.

RESOLVED that the report be noted.

26 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.

27 EARLY RETIREMENT ON GROUNDS OF EFFICIENCY

This item was withdrawn from the agenda.

28 REGRADING 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 October 2008 to January 2009 inclusive.

RESOLVED that the report be noted.