



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: 03 April 2009

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of 20 March 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 20 March 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 an additional non-uniformed post within the Equality and Diversity Team and were also asked to consider the flexibility in terms of uniformed support for equalities work and a budget (to be determined) for overtime to support this. It was resolved that both of the recommendations be agreed by the Committee.
- 2.3 A further report before the Committee presented a proposal to adopt the draft procedures and guidance for Local Authorities' Chief Officers and Chief Executives for Strategic Directors/Brigade Managers employed by the Nottinghamshire Fire and Rescue Service. This was agreed. It was further agreed that the Clerk to the Fire and Rescue Authority be authorised to administer the process as required.
- 2.4 Members of the Committee had previously requested updates on the implementation of the Human Resources Strategy which was adopted by the Fire Authority in February 2008. In development of the Strategy, links were drawn from the National Framework for Fire Services and the Chief Fire Officers Association National Human Resources Strategy. The first progress report on the implementation before the Committee looked back at developments during the first year of implementation regarding the key principles identified as underpinning the management of people within the Fire Service, namely:
 - Leadership and Values;
 - Organisational Development;
 - Resourcing;
 - Developing the Skills and Capacity of the Workforce;
 - Recognition and Reward;
 - Developing the Capacity of HR.

The report additionally outlined future developments and identified issues which will be taken forward for 2009-10. It was resolved that the report be noted.

- 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 Quarter 3 2008/09, information concerning discipline/grievance and staffing numbers. The Committee noted the report and progress made to date and requested that their thanks and appreciation to the Human Resources Team for their good work be recorded.
- 2.6 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

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:			Department and Section:			
DCFO Andrew Beale			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 20 March 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						

APPENDIX B



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES

Of the meeting held on **20 MARCH 2009** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, from 10.34 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 ^

29 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Spencer

30 DECLARATIONS OF INTERESTS

No declarations of interests were made.

31 MINUTES

RESOLVED that the minutes of the last meeting held on 9 January 2009, copies of which had been circulated, be confirmed and signed by the Chair.

32 PROMOTION OF EQUALITY AT NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking approval for an additional non-uniformed post within the Equality and Diversity Team.

RESOLVED

- (1) that one additional non-uniformed post within the Equality and Diversity Team be agreed;**
- (2) that flexibility in terms of unformed support for equalities work, plus a budget (yet to be determined) for overtime to support this, be agreed.**

33 PRINCIPAL OFFICER DISCIPLINARY PROCESS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, presenting the proposal to adopt the draft Procedure and Guidance for Local Authorities' Chief Officer and Chief Executives for Strategic Directors/Brigade Managers employed by the Nottinghamshire Fire and Rescue Service.

RESOLVED

- (1) that the adoption of the Procedure and Guidance for Local Authorities' Chief Officers and Chief Executives for Strategic directors/Brigade Managers employed by the Nottinghamshire Fire and Rescue Service be approved;**
- (2) that the Clerk to the Fire and Rescue Authority be authorised to administer the process as required.**

34 IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGY

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the implementation of the Human Resources Strategy.

RESOLVED that the report be noted.

35 HUMAN RESOURCES UPDATE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on progress over the last three months in implementing the Human Resources Action Plan.

RESOLVED that the report be noted.

36 HUMAN RESOURCES TEAM

The Committee requested that their thanks and appreciation to the Human Resources Team for their good work be recorded.

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 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.

38 REGRAIDING OF POSTS

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

RESOLVED that the report be noted.