



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: 04 September 2009

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 24 July 2009.

CONTACT OFFICER

Name : Andrew Beale
Deputy Chief Fire Officer

Tel : (0115) 967 0880
Email : andrew.beale@notts-fire.gov.uk

**Media Enquiries
Contact :** Elisabeth Reeson
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

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 24 July 2009 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee were firstly in receipt of a report which updated Members on human resources issues within Nottinghamshire Fire and Rescue Service. The report provided detail around human resources metrics (sickness absence); discipline and grievance; staffing numbers; and the future of the Human Resources Department. Members endorsed the report and the progress which had been made.
- 2.3 A further report before the Committee provided an update of the learning and development provision within the Service, and outlined the ongoing work at the Service Development Centre, in addition to identifying the Service's capability to meet the development needs of those currently employed, whilst making effective and efficient use of learning and development resources. The report additionally updated on business plan developments for 2009-2010. Members noted the contents of the report and in particular the significant improvements made in the Learning and Development Department and the increased participation of learning and development officers in national and regional learning and development matters.
- 2.4 In an additional report, Members were updated on the posts which have been re-designated during the period January – July 2009. Members noted the conversions made by the Chief Fire Officer as detailed in the report, under the powers delegated to the Chief Fire Officer by the Fire Authority.
- 2.5 For the two remaining reports, the Committee were asked to consider exclusion of the public from the meeting in accordance with Section 100A(4) of the Local Government Act 1972. The exclusion was endorsed and the Committee went on to consider a report detailing the re-grading of posts (report noted) and a final report updating Members on the Workforce Plan 2009-11 (report 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 has identified no specific aspects relating to a disproportionate effect in respect of the key equality strands.

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 Alex Foster
CHAIR OF HUMAN RESOURCES COMMITTEE

APPENDIX A



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting held on **24 JULY 2009** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 11.15 am

Membership

- | | | |
|---|-----------------------|-------------------------------------|
| | Councillor A Foster | (Chair) |
| ^ | Councillor B Grocock | |
| | Councillor D Pulk | (substitute for Councillor Grocock) |
| | Councillor K Rostance | |
| | Councillor G Wheeler | |
| | Councillor M Wright | |

Members absent are marked ^

Also in attendance

Councillor B Cooper (Observing -Conservative Group lead spokesperson)

1 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Grocock.

2 DECLARATIONS OF INTERESTS

No declarations of interests were made.

3 MINUTES

RESOLVED that the minutes of the last meeting held on 20 March 2009, copies of which had been circulated, be confirmed and signed by the Chair.

4 HUMAN RESOURCES UPDATE

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

The following points were discussed:

- there had been a 21/22% reduction in sickness levels, bringing the statistics to within the target performance indicator, for which all staff should be congratulated;
- to date swine flu had not impacted on service delivery but Local Resilience meetings were held regularly and any action taken would be as a result of that group;
- recruitment of wholetime staff was progressing well;
- the Authority aimed to develop staff to enable them to progress through promotion within the Service;
- if the situations with the Lincolnshire and South Yorkshire Fire and Rescue Services was to escalate to industrial action, the cover of shared boarder areas would be re-examined.

RESOLVED that the report be endorsed and the progress regarding Human Resources issues noted.

5 LEARNING AND DEVELOPMENT UPDATE

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, informing the Committee of the Learning and Development provision within the Service.

RESOLVED that the significant improvements made in the Learning and Development Department and the increased participation of Learning and Development officers in National and Regional Learning and Development matters, be noted.

6 CONVERSION OF POSTS

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members on the posts which had been re-designated during the period January – July 2009.

RESOLVED that the conversions of posts made by the Chief Fire Officer under the powers delegated by the Fire and Rescue Authority, be noted.

7 EXCLUSION OF THE PUBLIC

RESOLVED that the public be excluded from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, 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 Part 1 of Schedule 12A to the Act.

8 REGRADING OF POSTS

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

RESOLVED that the report be noted.

9 WORKFORCE PLAN 2009-11

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

RESOLVED that the report and Workforce Plan 2009-11 be approved.