



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: 18 December 2009

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 23 October 2009.

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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 23 October 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. Additionally, the Committee requested that the staff, management and representative bodies be thanked and congratulated on the continued improvements with sickness, disciplinary cases and grievances.
- 2.3 A further report before the Committee presented Nottinghamshire Fire and Rescue Service's response to three of the recommendations within the Retained Review and requested that appropriate resources for these responses to be actioned. It was resolved that approval be given to the establishment of 3 Watch Manager posts to undertake the role of Retained Liaison Managers and the disestablishment of the 7 posts previously approved; that the establishment of 2 Home Risk Assessment Operatives to undertake home safety visits with retained areas be approved; and that the revision to the budget to accommodate the above amendments to the establishment from the existing budget provision be approved.
- 2.4 Finally, Members were in receipt of a report which notified them of applications considered by, and outcomes of, the Job Evaluation Panel, in respect of changes to the permanent non-uniformed establishment, during the period January to June 2009 (inclusive). 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 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 meeting held on **23 OCTOBER 2009** at Fire and Rescue Service Headquarters,
Bestwood Lodge, from 10.05 am to 10.45 am

Membership

Councillor A Foster (Chair)
Councillor B Grocock
Councillor K Rostance
Councillor G Wheeler
Councillor M Wright

Members absent are marked ^

10 DECLARATIONS OF INTERESTS

No declarations of interests were made.

11 MINUTES

RESOLVED that, subject in minute 1 to the apology for absence from Councillor Grocock noting that he was on other City Council business, the minutes of the last meeting held on 24 July 2009, copies of which had been circulated, be confirmed and signed by the Chair.

12 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:

- the reduction in sickness levels since the last quarterly report had continued and the reasons for this were outlined;
- there had been a significant fall in the number of disciplinary cases and grievances in the last 2 years; the reasons for this were outlined and included a more proactive Human Resources Section which held regular discussions with staff thus dealing with many issues before they reached a formal stage;
- a meeting with a reporter from Nottingham Evening Post on the establishment of the Authority.

RESOLVED

- (1) **that the report be endorsed and the progress regarding Human Resources issues noted;**
- (2) **that the staff, management and the Fire Brigades Union be thanked and congratulated on the continued improvements with sickness, disciplinary cases and grievances.**

13 RESOURCING THE RETAINED REVIEW

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, presenting the Service's response to three of the recommendations within the Retained Review.

RESOLVED

- (1) **that approval be given to the establishment of 3 Watch Manager posts to undertake the role of Retained Liaison Managers and the disestablishment of the 7 posts previously approved;**
- (2) **that the establishment of 2 Home Risk Assessment Operatives to undertake home safety visits with retained areas be approved;**
- (3) **that the revision to the budget to accommodate the above amendments to the establishment from the existing budget provision be approved.**

14 REGRADING OF POSTS

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members 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 January – June 2009 (inclusive).

RESOLVED that the report be noted.