



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: 24 February 2012

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 27 January 2012.

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 27 January 2012 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 was firstly in receipt of a report advising them of a measure put in place to mitigate the number of compulsory redundancies arising out of the outcomes of the Fire Cover Review. The Committee was updated on the measures proposed, the aims of the scheme and the consultation which had already commenced. It was resolved that the report be noted.
- 2.3 Additionally, the Committee considered a report seeking approval of the Service policy statement in relation to the discretions under the Local Government Pension Scheme as set out in the appendix to the report. It was resolved that the statement be approved.
- 2.4 A human resources update was also provided to the Committee, updating Members on human resources issues within Nottinghamshire Fire and Rescue Service including HR metrics – sickness absence; discipline/grievance; and staffing numbers. It was resolved that the report be noted.
- 2.5 Consideration was additionally given to a report updating Members that the Job Evaluation Panel has not considered any submissions for re-grading of posts during the period 1 October 2011 – 31 December 2011. It was resolved that the report be noted.
- 2.6 The pay policy was the subject of a further report to the Committee, and Members were asked to agree a pay policy for approval by the Fire Authority, in line with the requirements of the Localism Act 2011. It was resolved that the statement on pay policy be agreed and put forward for the agreement of the full Fire Authority.
- 2.7 For the remaining item the Committee was asked to consider exclusion of the public in accordance with Section 100A (4) of the Local Government Act 1972. This was agreed and the Committee went on to consider a report concerning the requirement to establish a kitchen assistant at Service Development Centre.

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 equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of Committee business.

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 David Smith
CHAIR OF HUMAN RESOURCES COMMITTEE



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

HUMAN RESOURCES COMMITTEE

MINUTES

of meeting held on **27 JANUARY 2012** at Fire and Rescue Service Headquarters,
Bestwood Lodge, from 10.00 am to 10.33 am.

Membership

Councillor Smith (Chair)
Councillor Cooper
^ Councillor Cross
Councillor Morris
Councillor Yates

Members absent are marked ^

Present as an observer – Councillor Grocock.

21 APOLOGIES FOR ABSENCE

No apologies for absence were received. The Chair welcomed Councillor L Yates to the Committee.

22 DECLARATIONS OF INTERESTS

No declarations of interests were made.

23 MINUTES

RESOLVED that, the minutes of the last meeting held on 21 October 2011, copies of which had been circulated, be confirmed, and signed by the Chair.

24 RELOCATION SCHEME

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated advising the Committee of a measure put in place to mitigate the number of compulsory redundancies arising out of the outcome of the Fire Cover Review.

The report was introduced by John Buckley, Assistant Chief Fire Officer who made the following points:

- the measure proposed would involve the offer of relocation support to retained fire-fighters at risk of redundancy. The financial support available would be up to £8,000 per employee;
- the aim of the scheme was to reduce the number of compulsory redundancies required and ensure that competent employees with transferable skills were retained within the workforce;
- consultation had already commenced with a number of retained fire-fighters whose posts were at risk following the Fire Cover Review.

RESOLVED that the contents of the report be noted.

25 DISCRETIONS UNDER THE LOCAL GOVERNMENT PENSION SCHEME

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking the approval of the Committee to the Service Policy statement in relation to the discretions under the Local Government Pension Scheme as set out in Appendix A attached to the report.

RESOLVED that the statement of Service Policy in relation to the discretions that exist under the Local Government Pension Scheme be approved.

26 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 within the Nottinghamshire and City of Nottingham Fire and Rescue Service.

The sickness absence figures for Quarter 2 (1 July 2011 – 30 September 2011) were up, with 1251.5 days having been lost due to sickness, compared to 945 days in the previous quarter. The cumulative average over the last 12 months was 6.29 days per employee. This was below the target absence which was 6.5 days per employee.

In the period 1 October 2011 – 31 December 2011 there had been three grievances, and one disciplinary.

During the period 1 October 2011 – 31 December 2011, 10 employees had commenced employment with the Fire and Rescue Service and 25 employees had left the Service.

RESOLVED that the report be endorsed.

27 RE-GRADING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, notifying the Committee that the Job Evaluation Panel had not considered any submissions for grading review during the period 1 October 2011 – 31 December 2011 (inclusive).

RESOLVED that the contents of the report be noted.

28 PAY POLICY

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, asking the Committee to agree a Pay Policy for approval by the Fire Authority, in line with the requirements of the Localism Act 2011.

The report was introduced by John Buckley, Assistant Chief Fire Officer who advised the Committee that the Localism Act 2011 placed a requirement on the Authority to prepare pay statements for each financial year. The pay statement had to be agreed annually by the Fire Authority and be published and publicly accessible. The Statement of Pay Policy was attached to the report as Appendix 1.

RESOLVED that the Statement on Pay Policy be agreed and put forward for the agreement of the full Fire authority.

29 EXCLUSION OF 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 Schedule 12A to the Act.

30 THE REQUIREMENT TO ESTABLISH A KITCHEN ASSISTANT AT SERVICE DEVELOPMENT CENTRE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking approval to establish the Kitchen Assistant at Service Development Centre.

RESOLVED that the Service Development Centre Kitchen Assistant role be established.