



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

**HUMAN RESOURCES COMMITTEE**

**MINUTES**

of the meeting of the held on **7 JULY 2006** at Fire and Rescue Service Headquarters, Bestwood Lodge from 10.00 am to 11.26 am.

**Membership**

Councillor B Charlesworth  
Councillor B Grocock  
Councillor J Knight  
Councillor T Pettengell  
Councillor T Spencer

Members absent are marked ^

**1 APPOINTMENT OF CHAIR**

**RESOLVED** that Councillor Charlesworth be appointed Chair for the meeting.

**2 DECLARATIONS OF INTEREST**

**No declarations of interests were made.**

**3 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 7 April 2006 be confirmed and signed by the Chair.

**4 ANNOUNCEMENTS**

It was announced that Human Resources officer Judi Beresford was to leave her present post with Nottinghamshire Fire and Rescue Service to work within the Derbyshire Fire and Rescue Service. The Chair thanked Ms Beresford for her hard work during her time with Nottinghamshire and wished her well for the future.

## **5 COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA) ; PROGRESS REPORT**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated which informed members of the CPA improvement plan relating to people management.

**RESOLVED that the progress made against the actions arising from the CPA in 2005 be noted.**

## **6 HUMAN RESOURCE SERVICE PLAN**

Further to minute 6 dated 7 April 2006, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, about the Human Resources Service Plan which identified projects with a specified development aim and priority rating.

In relation to future monitoring and evaluation of the Service Plan, members made the following comments and requests:-

- future plans should include target time frames with start and finish dates;
- quarterly update reports would allow progress to be monitored;
- the project areas involving sickness absence and engaging a more diversely representative workforce, should take precedence in the high priority areas identified.

**RESOLVED that the report be noted.**

## **7 ABSENCE MANAGEMENT**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing the procedures followed in absence management.

**RESOLVED**

- (1) that the report be noted;**
- (2) that an absence management report, to include figures and statistics for monitoring purposes, be submitted to future quarterly Human Resources Committee meetings;**
- (3) that a detailed report, to include statistical information, be submitted to the next meeting regarding the following issues:-**
  - **ill health retirements;**
  - **enhanced pensions;**
  - **diagnosis of sickness and injuries.**

## **8 SPORTS LEAVE - EMPLOYEE 01/06**

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

**RESOLVED that the request by employee 01/06 of eight days paid sports leave, as detailed in the report, be approved.**

## **9 CREWING OFFICERS - ESTABLISHMENT OF THE POSTS OF TWO**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which, as a result of the change in the shift system, required the establishment of two Crewing Officer posts to ensure that continual and effective operational cover was maintained.

**RESOLVED**

- (1) that the two posts of Crewing Officer be established at Grade 4;**
- (2) that the salary cost be met from the modernisation budget.**

## **10 EXCLUSION OF 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 were likely to reveal the identity of those 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 paragraph 2 of schedule 12A to the Act.**

## **11 CHANGES TO SALARY GRADES**

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

**RESOLVED**

- (1) that, as a result of the job evaluation process, the salary upgrades identified in the report be approved and backdated to 1 April 2006;**
- (2) that the scale points within the grade be set by the Head of Service.**

## **12 UNPAID LEAVE - EMPLOYEE 02/06**

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

**RESOLVED that the decision to allow employee 02/06 six months unpaid leave from 1 June 2006, be ratified.**