



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting held on **4 APRIL 2007** at the Council House, Old Market Square, Nottingham from 9.35 am to 10.34 am.

Membership

	Councillor B Charlesworth	(Chair)	(present from minute 38)
	Councillor J Cottee		(substitute for Councillor Spencer)
^	Councillor B Grocock		
	Councillor J Knight		
	Councillor T Pettengell		
^	Councillor T Spencer		

Members absent are marked ^

33 CHAIR

RESOLVED that in the absence of Councillor Charlesworth at the start of the meeting, Councillor Pettengell take the Chair.

34 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grocock and Spencer.

35 DECLARATIONS OF INTERESTS

No declarations of interest were made.

36 MINUTES

RESOLVED that the minutes of the meeting held 5 January 2007, copies of which had been circulated, be confirmed and signed by the Chair presiding at the meeting.

37 HUMAN RESOURCES COMMITTEE – ROLE AND TERMS OF REFERENCE

RESOLVED that the report of the Clerk, copies of which had been circulated, role and terms of reference for the Human Resources Committee, as revised by the Authority at its meeting on 23 February 2007, be noted.

38 HUMAN RESOURCES STRUCTURE

During consideration of this item Councillor Charlesworth arrived and Councillor Pettengell relinquished the Chair.

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, which outlined the process undergone in regard to the revision of the Human Resources Structure.

RESOLVED

- (1) that the proposed structure, as presented in Appendix C to the report, be approved for consultation;**
- (2) that, following consultation, the Chief Fire Officer submit the proposed human resources structure for consideration by the Committee.**

39 HUMAN RESOURCES ACTION PLAN

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, which outlined the activities of the Interim Head of Human Resources in implementing the recommendations contained within the PricewaterhouseCoopers report on the Human Resources function of the Authority.

RESOLVED

- (1) that the report be noted;**
- (2) that the Chief Fire Officer submit to this Committee, progress reports on a quarterly basis, regarding the continued implementation of recommendations contained within the PricewaterhouseCoopers report on the Human Resources function of the Authority.**

40 HUMAN RESOURCES BUSINESS PLAN 2007/08

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, which identified the key areas of development for the Human Resources department during 2007/08.

RESOLVED

- (1) that the report be noted;**
- (2) that the Chief Fire Officer submit to this Committee, progress reports on a quarterly basis, regarding the development of the Human Resources department.**

41 ESTABLISHMENT OF PERMANENT POSTS WITHIN THE LEARNING AND DEVELOPMENT SECTION

Consideration was given to a report of the Deputy Chief Fire Officer, copies of which had been circulated, regarding the proposed establishment of two posts.

RESOLVED that the permanent posts of Management Development Trainer and Workplace Assessor be established on Grade 4 within the Learning and Development Section.

42 POLICIES UPDATE

Consideration was given to the report of the Deputy Chief Fire Officer, copies of which had been circulated, and to an addendum listing the current status of Human Resources Policies, copies of which were placed around the table.

RESOLVED

- (1) that the audit of policies and actions to ensure that the Service had up to date policies, as detailed in appendix one to the report, be noted;**
- (2) that the Chief Fire Officer Submit regular reports regarding policy updates, revisions and implementation.**

43 CHANGE TO SALARY GRADE

Consideration was given to the report of the Deputy Chief Fire Officer, copies of which had been circulated, which informed members of the outcome of a job evaluation of the post of Equality and Diversity Officer.

RESOLVED that the post of Equality and Diversity Officer be re-graded from Grade 7 to Grade 8.

44 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 item as it contained information relating to individuals and was 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 paragraphs 1 and 2 of Schedule 12A to the Act.

45 PROPOSED PAYMENTS OF HONORARIA

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

RESOLVED that the payment of honoraria, as set out in the report, be approved.

46 THANKS

It was announced that Councillor Charlesworth would not be standing for re-election at the forthcoming Local Elections.

RESOLVED that the Committee's thanks to Councillor Charlesworth be recorded for his many years of work with the Authority.