

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	HUMAN RESOURCES COMMITTEE	
date	6 July 2007	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

HUMAN RESOURCES DEPARTMENT – INTERIM ARRANGEMENTS

1. PURPOSE OF REPORT

To update Members on the current arrangements within the Human Resources department.

2. BACKGROUND

- 2.1 Nottinghamshire Fire & Rescue Service (NFRS) experienced a number of issues within its Human Resources department during 2006. These were largely due to capacity and the number of issues the Service faced at the time. As a consequence of these issues, the Nottinghamshire & City of Nottingham Fire & Rescue Authority commissioned a report from PricewaterhouseCoopers (PwC) to review the Human Resources function.
- 2.2 A key recommendation of the report was the appointment of an Interim Head of Human Resources. Following a selection process in early 2007 an interim head was appointed, and work on introducing a revised structure, new policies and procedures, and improved working arrangements were implemented.

3. REPORT

- 3.1 Due to the leadership brought around by the Interim Head of Human Resources, the situation within the department has now stabilised and much of the work identified by the PwC report has been completed, or is in process to be completed.
- 3.2 With the support of staff within the department, grievance and discipline cases have fallen considerably, and a new sickness absence procedure has been agreed and came into effect on 1 July 2007. Revised policies are being consulted upon and the outline of a new structure has been agreed.
- 3.3 This status has now enabled the Interim Head of Human Resources to gradually withdraw his involvement, and as such his formal engagement will be concluded at the end of July following the completion of some specific tasks. An ongoing access has been agreed with his employers for support and guidance, as and when required.

- 3.4 To ensure that the Service continues its migration to the revised structure and that key work is progressing, the current Head of “Human Resources Operations” will undertake the duties currently being dealt with by the Interim Head of Human Resources. This will ensure continuity and will reduce the risk of the Service losing the progress made. The majority of the Human Resources function will operate through this reporting structure (as outlined in Appendix A attached).
- 3.5 To support this process the Learning and Development Manager will report directly to the ACFO Corporate Services.
- 3.6 It is proposed that these interim arrangements remain in place until such time as the full job evaluation process related to the new structure is completed, and the long-term situation with regard to the existing Head of Human Resources is resolved. The function will be fully supported during this period by the Strategic Management Team.
- 3.7 In order to help progress work on HR policies, procedures and projects, one Senior HR Officer will be seconded for a period of six months from HR Operations to HR Corporate.

4. FINANCIAL IMPLICATIONS

There are some financial implications arising from this report which primarily relate to the payment of additional responsibility allowances as staff take on supplementary functions. This is a short-term arrangement which will be concluded once the full job evaluation process associated with the revised structure is completed.

5. PERSONNEL IMPLICATIONS

Personnel within Human Resources have been informed of the interim arrangements and the delay in the implementation of the revised Human Resources structure. This is necessary to ensure that the Service completes the process in an accurate and timely manner.

6. EQUALITY IMPACT ASSESSMENT

An initial impact assessment has revealed no specific equalities issues from this report. As the Service moves to the new Human Resources structure then any advertisements, recruitment and selection will comply with all relevant legislative requirements.

7. RISK MANAGEMENT IMPLICATIONS

It is important that to reduce the risk of the Service not meeting its obligations with regard to the Human Resources function, the management of the transition is undertaken proactively. By implementing a staged approach, the Service can ensure it maintains its momentum and continues to deliver an efficient and effective service.

8. RECOMMENDATIONS

That Members note the interim arrangements and continue to receive reports and updates on progress within the Human Resources department.

9. BACKGROUND PAPERS FOR INSPECTION

None.

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