



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

HUMAN RESOURCES COMMITTEE

MINUTES

of the meeting held on **28 MARCH 2008** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham from 10.35 am to 11.22 am.

Membership

Councillor P Lally (Chair)
Councillor H James
^ Councillor J Knight
^ Councillor T Pettengell
Councillor T Spencer

Members absent are marked ^

30 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Pettengell.

31 DECLARATIONS OF INTERESTS

No declarations of interests were made.

32 MINUTES

RESOLVED that the minutes of the last meeting held on 4 January 2008, copies of which had been circulated, be confirmed and signed by the Chair.

33 HUMAN RESOURCES UPDATE

Further to minute 25 dated 4 January 2008, consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members in respect of progress in implementing the Human Resources Action Plan. It was reported that the

recorded increase in sickness absence was mainly attributable to seasonal factors, in particular to the effects of the winter vomiting virus.

RESOLVED that the progress made on implementation of the Human Resources Action Plan, as set out in the report, be endorsed and that further progress reports, with particular emphasis on the management of sickness absence performance, be submitted by the Chief Fire Officer to future meetings.

34 ASSISTANT SUPPLIES OFFICER – ESTABLISHMENT OF POST

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, requesting approval of an additional post of Assistant Supplies Officer. It was explained that a post had been deleted some years previously from the Stores establishment following the outsourcing of the management, storage, issue and laundry of personal protection equipment. However, the external arrangement proved unsatisfactory, requiring the establishment of an internal post.

RESOLVED that the establishment of a new post of Assistant Supplies Officer on salary Grade 2 be approved.

35 CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME – EMPLOYERS DISCRETION

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, requesting approval for 'fixing' the revised Local Government Pension Scheme (LGPS) contribution bands at 1 April each year, and not to seek to adjust this for changes in-year. It was explained that this was the view taken by Nottinghamshire County Council, and that agreement with trade unions would also be required.

RESOLVED that the exercise of an employer's discretion in relation to 'fixing' Local Government Pension Scheme contribution rates for 2008/09 and subsequent years on the basis of salaries at 1 April each year be approved.

36 REGRAIDING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing that delegated authority be given to the Chief Fire Officer to authorise the permanent regrading of posts following job evaluation.

RESOLVED

- (1) that, from 1 April 2008, authority be delegated to the Chief Fire Officer, for the implementation of grading decisions arising from the application of the Job Evaluation scheme, the Human Resources Committee receiving quarterly summary reports of regarding decisions, positive and negative, at subsequent meetings;**
- (2) that governance arrangements be changed to reflect this delegation of authority, set out in paragraph 3.1 of the Personnel Regulations as follows:-
'3.1 The grading of posts, including regrading applications, should be dealt with under the NJC Job Evaluation Scheme. The Chief Fire Officer has delegated authority to amend post gradings in line with the outcomes of the**

job evaluation process and will report such changes to the Human Resources Committee’;

- (3) that the terms of reference for the Human Resources Committee be amended to reflect the delegation of authority to the Chief Fire Officer for the implementation of grading decisions arising from the Job Evaluation scheme.**

37 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 an individual and to the financial and business affairs of a particular individual 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 3 of Schedule 12A to the Act.

38 CHANGE TO SALARY GRADES (08/01)

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

RESOLVED

- (1) that, as per the grading process, the salary point within the grade for each of the employees be established by the Head of Service;**
- (2) that information in respect of the financial contingency be submitted to the HR Committee as part of the regular financial reporting process.**

39 CHANGE TO SALARY GRADES (08/02)

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

RESOLVED that, as per the grading process, the revised grades for the posts of PA to the Chief Fire Officer, and PA: Strategic Management Suite be approved, and that the salary point within the grade for each of the employees be established by the Head of Service.

40 CHANGE TO SALARY GRADES (08/03)

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

RESOLVED that, as per the grading process, the revised grades for the posts of Fire Extinguisher Maintenance Engineers and the Fire Extinguisher Maintenance and Improvement Manager be approved, and that the salary point within the grades be established by the Head of Service.

41 CHANGE TO SALARY GRADES (08/04)

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

RESOLVED

- (1) that, as per the grading process, the revised grade for the Fleet Management Data Co-ordinator be approved, and that the salary point within the grade be established by the Head of Service;**
- (2) that approval be given to the payment of an honorarium sum detailed in the report.**

42 CHANGE TO SALARY GRADES (08/05)

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

RESOLVED that, as per the grading process, the revised grades for the posts of Education Liaison Officer and Home Safety Check Co-ordinator be approved, and that the salary point within the grade for each of the employees be established by the Head of Service.