



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

**HUMAN RESOURCES COMMITTEE**

**MINUTES**

of meeting held on **15 APRIL 2011** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 10.32 am.

**Membership**

Councillor Foster (Chair)  
Councillor Carroll  
Councillor Grocock  
^ Councillor Spencer  
Councillor Wheeler

Members absent are marked ^

Present as an observer – Councillor Cooper.

**33 APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Spencer.

**34 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**35 MINUTES**

**RESOLVED that, subject to the addition of the attendance of Councillor Cooper as an observer, the minutes of the last meeting held on 25 February 2011, copies of which had been circulated, be confirmed, and signed by the Chair.**

**36 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 Nottinghamshire and City of Nottingham Fire and Rescue Service. The sickness absence figures for quarter 3 (1

October 2010 - 31 December 2010) were up slightly. This was not considered significant as it was likely to be due to seasonal variations. The cumulative average time off sick over the last 12 months was 4.71 days per employee.

In the period 1 January 2011 - 31 March 2011 there had been two grievances, both of which had been dealt with. There had been two individuals dealt with under the Formal Management Sickness Absence Policy. There were three employment tribunal cases, one relating to disability discrimination and two relating to equal treatment under the Part-time Regulations. The latter two had been stayed pending the outcome of national negotiations with the union.

During the period 1 January 2011 - 31 March 2011, 5 employees commenced employment and 30 employees left the Service. In the light of the ongoing Fire Cover Review, as and when an employee left the Service it was up to managers to make a business case to senior management that they should be replaced.

**RESOLVED that the progress to date be noted and the contents of the report endorsed.**

### **37 CONVERSION OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. To ensure that Nottinghamshire and City of Nottingham Fire and Rescue Service remained best placed to meet the challenges of continued service delivery, a review of all uniformed and non-uniformed posts was carried out when they became vacant to ensure suitability for the Service. During the period April 2010 - March 2011 there had been no post conversions.

**RESOLVED that the report be noted.**

### **38 REGRADING OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The Chief Fire Officer had been delegated authority to implement grading decisions arising from the application of the Job Evaluation Scheme. The Job Evaluation Panel had not considered any management or employee submissions for grading review, and no appeals had been heard during the quarter October 2010 – December 2010.

**RESOLVED that the report be noted.**

### **39 EXCLUSION OF PUBLIC**

**RESOLVED that the public be excluded from the meeting during consideration of the remaining item 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.**

### **40 WORKFORCE REDUCTIONS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating the Committee on recent enforced workforce reductions within the Control Section associated with the close down of the Regional Control Centre Project.

**RESOLVED that the report be noted.**