



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

HUMAN RESOURCES COMMITTEE

MINUTES

of meeting held on **27JULY 2012** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 10.55 am.

Membership

- Councillor Smith (Chair)
^ Councillor Collins
Councillor Cooper
^ Councillor Cross
Councillor Yates
Councillor Norris (as substitute for Councillor Collins)

Members absent are marked ^

Present as observers – Councillors Fielding, Grocock and Hemsall.

Officers in Attendance

- David Horton Assistant Chief Fire Officer
Nick Linthwaite Human Resources Manager
Tracy Crump Human Resources Manager
Carol Jackson Constitutional Service Officer, Nottingham City Council

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins and Cross.

2 DECLARATIONS OF INTERESTS

No declarations of interests were made.

3 MINUTES

RESOLVED that, the minutes of the last meeting held on 20 April 2012, copies of which had been circulated, be confirmed, and signed by the Chair.

David Horton, Assistant Chief Fire Officer confirmed that the permanent changes to the establishment referred to in resolution 2 of minute 34 'Organisational Re-structure', had been ratified by the full Fire Authority at its meeting on 29 June 2012.

4 HUMAN RESOURCES UPDATE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The report was introduced by David Horton, Assistant Chief Fire Officer who advised the Committee that the purpose of the report was to update the Committee on human resources issues within the Nottinghamshire and City of Nottingham Fire and Rescue Service.

Tracy Crump, Human Resources Manager, advised the meeting that the total workforce sickness absence figures for Quarter 4 (1 January 2012 – 31 March 2012) were down to 898.5 days lost compared to 1244.5 days in the previous quarter. The cumulative average over the last 12 months was 5.94 days per employee. This was below the target absence which was 6.5 days per employee.

For uniformed staff the cumulative average over the last 12 months was 5.01 days per employee, whereas for non-uniformed staff it was 9.1 days. The targeted figures for 2011/12 were 6.5 days for whole time and control staff, 7 days for non-uniformed staff and 6.5 days across the whole workforce.

The new target absence figures for 2012/13 were:

- whole time and control 6 days;
- non-uniformed 7 days;
- whole workforce 6 days.

In the period 1 April 2012 - 30 June 2012 there had been two disciplinaries.

During the period 1 April 2012 - 30 June 2012, 30 employees had commenced employment with the Fire and Rescue Service and 43 employees had left the Service. 23 retained fire-fighters had been re-deployed to whole-time roles. The Service would be undertaking recruitment to fire-fighter roles during 2012 in order to plan for vacancies throughout 2012-14. This process had already commenced.

Councillors welcomed the reduction in sickness absence. This was testament to the work of employees.

RESOLVED that the report be endorsed.

5 PROPOSED FINAL AGREEMENT ON THE DESIGN OF THE FIRE-FIGHTERS PENSION SCHEME

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the proposed final agreement on the scheme designed for the Fire-fighters Pension Scheme. Nick Linthwaite, Human Resources Manager introduced

the report which outlined the full statutory protections for the accrued rights of the existing scheme members, the transitional statutory protections for qualifying, existing members and the main parameters of the new scheme.

Section 3.2 of the report referred to the cost to the Authority of the current scheme as being £3.4 million in 2011/12 whereas the top up grant payable to the Authority for 2011/12 was £6.4 million. Nick Linthwaite agreed to provide the members of the Committee with a written explanation of these figures.

RESOLVED that the proposed final agreement on the scheme design for the Firefighters Pension Scheme be noted.

6 RE-GRADING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, notifying the Committee that the Job Evaluation Panel had not considered any submissions for grading review in the review period April-June 2012 (inclusive)

RESOLVED that the contents of the report be noted.

7 EXCLUSION OF PUBLIC

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

8 REVIEW OF WORKFORCE PLAN 2012-14

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated making members aware of the updated Corporate Workforce Plan for 2012-14.

RESOLVED that the contents of the report be noted.