



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

**HUMAN RESOURCES COMMITTEE**

**MINUTES**

of meeting held on **26 OCTOBER 2012** at Fire and Rescue Service Headquarters,  
Bestwood Lodge, from 10.02 am to 10.38 am.

**Membership**

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

Members absent are marked ^

**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

**9 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cross and Yates.

**10 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**11 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 27 July 2012, copies of which had been circulated, be confirmed, and signed by the Chair.

## **12 IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGY 2010-13**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing the Committee with an update on the implementation of the Human Resources Strategy 2010-13. The report was introduced by David Horton, Assistant Chief Fire Officer who advised the Committee that an updated Human Resources Strategy had been considered and approved by the Committee at its meeting on 22 October 2010. The report before the Committee represented an annual milestone report to highlight both progress made to date and key human resources issues for the forthcoming year. Nick Linthwaite, Human Resources Manager, summarised progress in the following areas:

- resources and planning;
- employee relations and engagement;
- equality, diversity and culture, training and personal development;
- performance management;
- occupational health and fitness;
- health and safety risk management;
- employee pay and benefit;
- developing the capacity and value of the human resources function.

Councillor Kerry requested that figures be provided in relation to the information on competency referred to in item 2.19 of the report showing competency levels in the different strands. Nick Linthwaite agreed to provide this information for Councillors.

The Chair requested information on the number of BME and women applicants for the new fire-fighter posts compared to previous years and to other services. Nick Linthwaite agreed to provide this information for Councillors.

**RESOLVED that the contents of the report be noted.**

## **13 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.

Nick Linthwaite, Human Resources Manager, advised the meeting that uniformed employees absence for Quarter 1 (1 April 2012 – 30 June 2012) was up 36% compared with the previous quarter. Non-uniformed employees absence was down 31.7% compared with the previous quarter. The total workforce sickness absence figures were up slightly to 961 days, compared with 898.5 days in the previous quarter. The cumulative average over the last 12 months was 6.05 days per employee. This was below the target absence which was 6.5 days per employee.

In the period 1 July 2012 – 30 September 2012 there had been one disciplinary matter and two grievances. There were currently three employment tribunal cases, one relating to disability discrimination and two relating to the Equal Treatment under Part-time Regulations.

During the period 1 July 2012 – 30 September 2012, 14 employees had commenced employment with the Fire and Rescue Service. Actual workforce figures had reduced by 22 employees due to redundancy, retirement, resignation or end of fixed term period.

The Service was undertaking recruitment to fire-fighter roles in order to plan for vacancies throughout 2012-14. This process had already commenced.

The majority of vacancies in the Service were at supervisory level and a supervisory promotion process was being run in the next month.

**RESOLVED that the contents of the report be noted.**

#### **14 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.**

#### **15 RE-GRADING OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, notifying the Committee of applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period July to September 2012 (inclusive).

**RESOLVED that the contents of the report be noted.**