



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

**HUMAN RESOURCES COMMITTEE**

**MINUTES** of the meeting held on **26 JULY 2013** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham NG5 8PD from 10.00 am to 10.23 am

**Membership**

- Councillor Michael Payne (Chair)  
^ Councillor Eunice Campbell  
^ Councillor Ian Campbell  
^ Councillor Stephen Garner  
Councillor Liz Yates  
Councillor Brian Grocock (as substitute for Councillor Eunice Campbell)

Members absent are marked ^

**Officers in Attendance**

David Horton Strategic Director, Corporate Support,  
Nick Linthwaite Human Resources Manager (Service Delivery)  
Carol Jackson Constitutional Service Officer, Nottingham City Council

**1 APOLOGY FOR ABSENCE**

Councillor Eunice Campbell.

**2 DECLARATIONS OF INTERESTS**

None.

**3 MINUTES**

**The Committee confirmed the minutes of the meeting held on 19 April 2013 as a correct record and they were signed by the Chair.**

#### **4 HUMAN RESOURCES UPDATE**

David Horton and Nick Linthwaite presented the report of the Chief Fire Officer, updating the Committee on human resources issues within the Service.

The following key points were drawn to the Committees' attention:

- sickness absence rates decreased by 3.3% across the workforce as a whole during Quarter 4. Sickness absence for non-uniformed employees reduced by 7% (-34.5 days) which is a significant improvement on the previous quarters' results. The average absence for the quarter (1.75 days) was above the target of 1.56 days per person;
- the total cumulative average sick days over the last 12 months is 6.39 days per employee and this compares favourably to the public sector average of 6.5 days, but is higher than the private sector average of 5.8 days;
- 567 employees had no sickness absence at all during 2012-13, representing 79.4% of whole-time, control and non-uniformed employees. All of these employees have been written to by the Chief Fire Officer to commend them for their exemplary record;
- as at 30 June 2013 the whole-time establishment stood at -8.5 full time equivalent employees (532.5) against an establishment of 541 posts. Fire-fighter roles are over-strength by 1.5, with 9 vacancies at supervisory level and 1 at Station Manager level;
- the Trainee Fire-Fighter programme due to commence in September 2013 will result in an over-establishment of 13.5 fire-fighters. This front-loading is part of succession planning for projected retirements during 2013-15 and the promotion of competent fire-fighters into vacant supervisory roles;
- a retained recruitment campaign commenced this month with a view to providing more units of cover from September.

Members added their congratulations to the 567 employees who did not have any sick leave in 2012/13.

The reasons for absence due to anxiety/stress in non-uniform employees was queried by members. Nick Linthwaite advised members that this was due in part to work related matters following restructures and voluntary redundancies, but it was also attributable to non-work related issues such as bereavement and divorce. It is recognised that early intervention is important. A series of workshops on managing mental health is planned for September, aimed at managers.

**RESOLVED to endorse the report.**

#### **5 EXCLUSION OF THE PUBLIC**

**The Committee decided to exclude the public from the meeting during consideration of the remaining agenda 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 Part 1 of Schedule 12A to the Act.**

**6 REGRAIDING OF POSTS**

David Horton presented the report of the Chief Fire Officer, 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 April to June 2013 (inclusive).

**RESOLVED to note the contents of the report.**

**7 WORKFORCE PLAN 2013-15**

David Horton presented the report of the Chief Fire Officer, reviewing the Corporate Workforce Plan for 2012-14 and making members aware of the updated Plan for 2013-15.

**RESOLVED to note the contents of the report.**