



# Minutes

## Human Resources Committee

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Date: 05 July 2019

Time: 10.30 am

Venue: Fire and Rescue Service Headquarters, Birkenshaw

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Present: Councillor A Wenham (in the Chair), M Akhtar, C Anderson (with the exception of agenda items 12 – 14, min. nos. 12 – 14 refer), R Grahame (as substitute for Councillor S Tulley), P Harrand (as substitute for Councillor S Benton), R Hunt (with the exception of agenda items 13 and 14, min nos. 13 and 14 refer), D Jenkins, N Mohammed, F Shaheen and J Sunderland

In Attendance: None

Apologies: Councillors S Benton and S Tulley

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### **1 Chair's announcements – Death of Former Chief Fire Officer Karran**

Members bowed their heads in silent tribute following the news recently received of the death of the former West Yorkshire Fire and Rescue Service Chief Fire Officer Graham Karran.

### **2 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the last meeting held on 5 April 2019 be signed by the Chair as a correct record.

### **2 Urgent items**

None.

### **3 Admission of the public**

There were no items which required the exclusion of the public and press

### **4 Declarations of interest**

No declarations of disclosable pecuniary interest were made in any matter under consideration at the meeting.

### **5 Human Resources activity report**

The Chief Employment Services Officer submitted a report which advised of the establishment and strength of West Yorkshire Fire and Rescue Service together with directorate / departmental sickness absence and personnel activity to the end of March 2019.

Members sought further information at the meeting on the support available in respect of mental health absences and enquired about comparative figures in this regard across fire and rescue services nationally.

#### **RESOLVED**

That the report be noted.

### **6 Leeds Assistant District Prevention Manager (ADPM) post – prison and Safer Leeds secondments**

Consideration was given to a report of the Director of Service Delivery and Deputy Chief Fire Officer which sought approval for the continued funding in respect of the post of Assistant District Prevention Manager at Leeds (Prison and Safer Leeds secondments).

It was reported that the current postholder would transfer away from the post but, in view of the significant impact that had been made during their tenancy, it was considered important that the work continued for a further 24-month period.

Members were advised of the detailed work that had been undertaken and of the reported reductions in cell fires since the post had been established in 2016 - 17 as follows;

- Wetherby Youth Offenders Institution	82%
- HMP Wealstun	39%
- HMP Leeds	66%

Work would also be undertaken with the Safer Leeds project related to anti-social behaviour, serious and organised crime and reducing offending.

#### **RESOLVED**

- a) That approval be given to the funding of the Leeds Assistant District Prevention Manager (DPM) post (Prison and Safer Leeds secondments) for a further 24-month period.; and
- b) That the current postholder be congratulated on the successful work that had been done to date in the reduction of cell fires.

## **7 Retained Duty System liaison role**

Members received a report of the Chief Employment Services Officer which sought approval for the establishment of a dedicated Retained (on-call) Support and Liaison officer post.

It was reported that duties associated with the role had been previously provided by a Watch Manager post together with a temporary 12-month fixed term contract support officer post. Members were advised that the temporary post would come to an end on 8 September 2019.

Since September 2018 an additional 25 individuals had been recruited as On-call firefighters and 36 other candidates were currently in the recruitment process. Availability at the Retained Duty System (RDS) on-call stations had increased from 57% to 69%. The establishment of a permanent Support Officer (Grade 6) and the removal of the Watch Manager RDS role from the establishment would realise a saving for the Authority of £16,263.

### **RESOLVED**

- a) That approval be given to the removal of a Watch Manager post from the establishment; and;
- b) That a Grade 6 post of Retained Support and Liaison Officer be added to the Green Book establishment.

## **8 Local Pension Board – annual report 2018 - 19**

The Chief Legal and Governance Officer submitted a report which invited Members to review and ratify the Local Pension Board Annual Report 2018 – 19.

### **RESOLVED**

That it be confirmed the Local Pension Board had acted within its Terms of Reference and in accordance with good governance principles during the 2018 – 19 municipal year

## **9 Community Response Operatives (CRO) report**

Consideration was given to a report of the Deputy Chief Fire Officer and Director of Service Delivery which presented options for the future operation of Community Response Operatives within West Yorkshire Fire and Rescue Service.

Members were advised that 60 CRO posts and 15 additional driver posts had been created in response to the requirement for contingency arrangements during the period of industrial action in 2013. Of these, 17 remained in post. There was currently no role for them to undertake and allocated weekend training sessions continued to be organised to enable them to maintain their basis firefighting skills.

Consideration was given to three options for the future of the CRO posts;

- Continue the status quo with an approximate expenditure of £25,728 per annum
- Disband the CRO posts with an approximate expenditure of £23,034 based on statutory redundancy figures, or
- Recruit more operatives to enhance resilience capability

## **RESOLVED**

That the current cohort of Community Response Operatives (CROs) be disbanded on a statutory redundancy basis.

### **10 Firefighter safety strategy**

The Assistant Chief Officer and Director of Service Support submitted a report which proposed a redistribution of resources and posts within the Service Support directorate to meet organisational objectives and priorities.

It was reported that the proposals included;

- The establishment of two new posts to deliver the Firefighter Safety Strategy
- The restructure of operational training with the addition of an operational trainer post (to be funded from the vacant Multimedia Manager post which would subsequently be removed from the establishment, and
- The redistribution of existing administrative support in the Multimedia team to establish administrative support in other teams where fixed-term contract administrators work in non-established posts

Members were advised that the proposals would realise a total saving of £9,328.

## **RESOLVED**

- a) That the proposals for delivery of the Firefighter Safety Strategy be approved; and
- b) That the following changes be made to the establishment to deliver the Strategy at a) above,
  - removal of a vacant Grade 7 commercial training post from the establishment
  - creation of an additional Watch Manager post on the establishment to work in the Firefighter Safety team
  - transfer of one Crew Manager trainee post to the Firefighter Safety Strategy team
  - removal of a vacant Grade 10 multimedia manager post from the establishment
  - regrading of one of the existing Grade 5 administrative posts to Grade 6 or 7, subject to job evaluation, to create a new supervisor role in the multimedia team
  - dis-establish 50% of the Grade 2 multimedia administrator post,
  - create a new full-time Grade 2 or 3 post in the Service Improvement and Assurance and Integrated Risk Management teams (subject to job evaluation), and
  - transfer of the multimedia video technician / photographer post into the Corporate Communications Team.

### **11 Accident analysis 2018 - 19**

Members considered a report of the Chief Employment Services Officer which advised of the number and type of accidents which had occurred during the period April 2018 to March 2019.

It was reported that the number of accidents had reduced by 12% (17 incidents) compared with 2017 – 18 figures and was the joint lowest reported year since records began and represented a 57% reduction compared with a peak in 2010 – 11.

Members were further advised that the cost of accidents had also dropped by £14,500 reflecting mainly a reduction in litigation costs.

#### **RESOLVED**

That the report be noted.

## **12 Diversity and inclusion initiatives**

Consideration was given to a report of the Chief Employment Services Officer which advised of the diversity and inclusion initiatives which had been undertaken by the Diversity and Inclusion team during the previous 12-month period.

Members commented specifically on the following issues;

- Driving licence requirements for application to firefighter posts
- Variable figures for applicants during the firefighter recruitment process in respect of the BAME (Black and Minority Ethnic) communities
- Career for life aspirations and potential impact on women

#### **RESOLVED**

That the report be noted.

## **13 Equality framework action plan update**

The Chief Employment Services Officer submitted a report which advised of West Yorkshire Fire and Rescue Service performance in the areas of diversity and inclusion.

Members were advised that the three-year Equality Framework Action Plan focused on the following key actions;

- Workforce diversity
- Environment and culture
- Diversity awareness and education, and
- Service delivery

The report advised of the progress made in each of these main areas.

#### **RESOLVED**

- a) That the report be noted; and
- b) That the Diversity and inclusion Team be congratulated on the progress made with the Equality framework action plan.

## **14 Yorkshire and Humberside Employers' Association Minutes – 26 March 2019**

### **RESOLVED**

That the Minutes of the Yorkshire and Humberside Employers' Association at a meeting held on 26 March 2019 be received.

Chair