



# Minutes

## Human Resources Committee

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Date: 06 July 2018

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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Present: Councillor J Dodds (in the Chair), C Anderson, J Fenton-Glynn, R Grahame (as substitute for Councillor T Austin), R Hunt, J Lennox, C Pillai, O Rowley and A Wenham

In Attendance: None

Apologies: Councillors T Austin, T Peart and J Sunderland

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### 1 Minutes of the last meeting

#### RESOLVED

That the Minutes of the last meeting held on 13 April 2018 be signed by the Chair as a correct record.

### 2 Urgent items

None.

### 3 Admission of the public

#### RESOLVED

That the public and press be excluded from the meeting during consideration of the items of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information of the description specified.

| AGENDA ITEM NO. | TITLE OF REPORT   | MINUTE NUMBER | Description of exempt information by reference to the paragraph number in Schedule 12A of the Local Government Act 1972 |
|-----------------|---|---------------|---|
| E9              | Fire Control – restructure  | 9             | Paragraph 1 – relating to an individual   |
| E10             | Training Centre – restructure   | 10            | Paragraph 1 – relating to an individual   |
| E11             | Minutes of the Yorkshire and Humberside Employers Association – 26 April 2018 | 11            | Paragraph 1 – relating to an individual   |

#### **4 Declarations of interest**

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

#### **5 Equality Framework action plan – update and 2018 – 21 plan**

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. Performance had been analysed against five key areas in the National Fire and Rescue Equality Framework as follows;

- Leadership, partnership and organisational commitment
- Community knowledge and engagement
- Effective service delivery
- Employment conditions, health and wellbeing and recruitment, and
- Training and progression

A desktop assessment had concluded that the Authority was operating at the “achieving” level and Members were advised that the eight ongoing actions from the 2014 – 17 Plan had been incorporated into the 2018 – 20 plan (attached at annex 2 to the report now submitted).

Members referred specifically to, and sought further information on, the following areas of work;

- Measurement of desired outcomes / benchmarking
- Intervention work
- Wholetime recruitment and positive action for under-represented groups

#### **RESOLVED**

- a) That the report be noted;
- b) That a copy of the last annual report figures be circulated to Committee Members; and

- c) That Members welcome the achievements made and performance to date with regard to diversity and inclusion within West Yorkshire Fire and Rescue Service.

## **6 Human Resources Activity Report**

Consideration was given to a report of the Chief Employment Services Officer which advised of the establishment and strength of West Yorkshires Fire and Rescue Service together with directorate / departmental sickness absence figures and personnel activity to the end of March 2018.

Members sought further specific information related to;

- A breakdown of the issues raised in the discipline and grievance cases now reported, and
- Interventions for cases of mental health sickness absence

### **RESOLVED**

- a) That the report be noted; and
- b) That a copy of the latest fitness assessment figures be circulated to Committee Members.

## **7 Local Pension Board – Annual report 2017 – 18**

The Chief Legal and Governance Officer submitted a report which invited Members to review and ratify the Local Pension Board Annual Report 2017 – 18.

### **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 2017 – 18 municipal year.

## **8 Retained Duty System (RDS) review**

Members received a report of the Chief Employment Services Officer which sought approval for the implementation on a six-month trial basis of the recommendations within the review of Retained Duty System (RDS) service.

The review had addressed the following issues to better match resource to demand as well as attracting more new recruits;

- Management arrangements
- Availability for duty, and
- Remuneration

### **RESOLVED**

- a) That approval be given to the implementation of the review recommendations on a six-month trial basis as detailed in the annex to the report now submitted; and
- b) That a report be submitted to an appropriate Committee (dependent upon committee cycles) with regard to progressing the Retained Duty System trial on a permanent basis.

## **9 Fire Control Team Restructure**

(This item was considered exempt information under Schedule 12A (1) of the Local Government Act 1972 – relating to an individual)

The Director of Service Delivery submitted a report which sought approval for a restructure of the Fire Control team as detailed in the report now submitted. Members were advised that the restructure would remove current temporary and non-establishment posts at an annual full year cost of £2,621.

### **RESOLVED**

That approval be given to the restructure of the Fire Control team as detailed in the report now submitted.

## **10 Operational training – restructure**

(This item was considered exempt information under Schedule 12A (1) of the Local Government Act 1972 – relating to an individual)

Consideration was given to a report of the Director of Service Support which sought approval for the restructure of the operational training department to better deliver a new operational training strategy. It was reported that that proposed restructure would generate an annual saving of £8,783 in a full year and would be implemented over a 12-month period in line with the normal turnover of personnel.

### **RESOLVED**

That approval be given to the restructure of the operational training department as detailed in the report now submitted.

## **11 Yorkshire and Humber Employers Association Minutes – 23 April 2018**

(This item was considered exempt information under Schedule 12A (4) of the Local Government Act 1972 – labour relations and negotiations)

### **RESOLVED**

That the Minutes of the Yorkshire and Humber Employers Association at a meeting held on 23 April 2018 be received.

Chair