



# Minutes

## Human Resources Committee

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Date: 10 January 2020

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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Present: Councillor A Wenham (in the Chair), M Akhtar, R Downes (as substitute for Councillor J Sunderland), J Fenton-Glynn, P Harrand (as substitute for Councillor C Anderson), R Hunt, F Shaheen and A Tait (as substitute for Councillor N Mohammed)

In Attendance: None

Apologies: Councillor C Anderson, D Jenkins, N Mohammed, J Sunderland and S Tulley

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### **29 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the meeting held on 4 October 2019 be signed by the Chair as a correct record.

### **30 Matters arising**

None.

### **31 Urgent items**

None.

### **32 Admission of the public**

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

### **33 Declarations of interest**

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

### **34 Human Resources activity report**

Consideration was given to a report of the Chief Employment Services Officer which advised of the establishment, staff profile and strength of West Yorkshire Fire and Rescue Service together with directorate / departmental sickness absence, discipline and grievance cases and personnel activity to the end of September 2019.

Members were advised that, by way of a correction to the report, there were no changes to the establishment to approve.

Specific consideration and advice was given with regard to the following issues;

- Improving diversity of the workforce
- Timeliness of figures reported
- Required inclusion of information / figures for causes of sickness not currently specified in the report
- Detail of reasons behind the outstanding grievance case (now concluded), and
- Occupational Health performance indicators 1.4.19 – 31.3.20

### **RESOLVED**

- a) That the report be noted; and
- b) That future activity reports include information that is as up to date as practicable.

### **35 ICT project resourcing**

The Director of Service Support submitted a report which sought approval for the addition of a permanent business analyst and project manager to the establishment.

Members were advised that there had been a shift towards ICT solutions being built in-house by the ICT development team, thereby avoiding lengthy implementation and high costs related to bespoke configuration of 'off the shelf' products. Work was also being undertaken in conjunction with other Fire and Rescue Services to take advantage of shared learning opportunities and possible future collaboration initiatives.

In order to progress the delivery of more timely solutions and to realise the benefits at an earlier stage it was proposed to create the additional posts. It was reported that, since the publication of papers for this meeting, the job evaluation exercise had been completed for the posts which identified the following;

Business Analyst	Grade 8
Project Manager	Grade 9

It was reported that these costs would be offset by savings in the development of existing ICT solutions and would be funded by a permanent transfer from the revenue contingency budget.

**RESOLVED**

That approval be given to the addition to the establishment of two posts (Business Analyst, Grade 8, and Project Manager, Grade 9).

Chair