



Minutes

Human Resources Committee

Date: 11 January 2019

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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

In Attendance: None

Apologies: Councillors T Austin and C Pillai

27 Minutes of the last meeting

RESOLVED

That the Minutes of the last meeting held on 5 October 2018 be signed by the Chair as a correct record.

28 Urgent items

None.

29 Admission of the public

RESOLVED

That the public and press be excluded from the meeting during consideration of the item 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 this item, 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
E12	Minutes of the Yorkshire and Humberside Employers Association – 2 October 2018	38	Paragraphs 1 and 4 – relating to an individual; and labour relations, consultations or negotiations

30 Declarations of interest

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

31 Youth intervention trainers – fixed term appointments

Members considered a report of the Deputy Chief Fire Officer and Director of Service Delivery which sought approval for the appointment of two additional 21-month full-time Grade 7 posts of Youth Intervention Trainers at a cost of £110,000.

It was reported that the posts would be funded from successful funding bids (£160,000) with the balance to be allocated to the costs associated with the delivery of the programmes already commissioned.

RESOLVED

That the appointment of two Grade 7 Green book posts of Youth Intervention Trainers be approved on the basis of 21-month full-time, fixed term contracts.

32 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 September 2018.

Members raised concern about the timeliness of the reports and were advised that it was anticipated that the implementation of the new Human Resources Access system would improve recording and reporting procedures.

RESOLVED

- a) That the report be noted, and
- b) That the changes to the establishment be approved as detailed in the report now submitted.

33 Assessment and development (recruitment and promotion)

Consideration was given to a report of the Chief Employment Services Officer which advised of the changes that had been made to the development process for Grey book promotions.

Members were advised that the revised process had been implemented in January 2018 and had led to an increase in the numbers enrolled in the programme.

RESOLVED

That the report be noted.

34 Equality framework action plan update

Members received a report of the Chief Employment Services Officer which provided an update on the Equality Framework action plan and which advised of changes to the Diversity and Inclusion Team which would focus on progressing the actions together and reviewing the Diversity and inclusion policies and procedures together with an equality impact assessment process.

RESOLVED

That the report be noted.

35 Your Voice staff survey – update report

The Chief Employment Services Officer submitted a report which advised of the progress that had been made following the 2017 – 18 annual staff survey and of the organisational action plan that had been produced in response to the results, much of which was dependent upon the delivery of other approved changes and projects as detailed in the report now submitted.

It was reported that a further survey would be conducted in April 2019.

RESOLVED

That the report be noted.

36 Public sector apprenticeship target 2018

Consideration was given to a report of the Chief Employment Services Officer which provided an update on the progress towards the Public Sector apprenticeship target.

Members were advised that the Authority currently had 1.36% of employees who were apprentices compared to the target of 2.3 % . Three of these posts had been recently recruited (1.36% of establishment) and 15 existing employees (19.15%) had commenced an apprenticeship programme.

The Authority was obliged to have due regard to the public sector target and it was reported that the recent reduction in the establishment over a 10-year period and low turnover of staff had reduced the capacity for training and developing apprentices but work was continuing to promote apprenticeships as a route to professional development for existing employees.

It was reported that the government's apprenticeship levy had a direct cost to the Authority of £214,000 in 2017 – 18 and a total of £66,284 of levy spend had been made during the period 1 April – December 2018. It was anticipated that the Authority would move closer to the 2.3% target in the current financial year.

RESOLVED

That the report be noted.

37 Gender pay gap reporting

Members received a report of the Chief Employment Services Officer which presented the pay gap data for 2018.

It was reported that, compared with a 17.9% provisional UK Gender pay gap figure, based on average hourly earnings the Authority had reduced the pay gap from 12% in 2017 to 10.7% in 2018.

RESOLVED

That the gender pay gap report 2018 be approved for publication on the government and West Yorkshire Fire and Rescue Service's websites as statutorily required.

38 Yorkshire and Humber Employers' Association Minutes – 2 October 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 2 October 2018 be received.

Chair