



Minutes

Human Resources Committee

Date: 05 April 2019

Time: 10.30 am

Venue: Fire and Rescue Service Headquarters, Birkenshaw

Present: Councillor J Dodds (in the Chair), C Anderson, T Austin (with the exception of agenda item E14 Min no. 52 refers), J Fenton-Glynn, R Grahame (as substitute for Councillor J Lennox), J Hughes (as substitute for Councillor O Rowley), R Hunt, T Peart, M Pollard (as substitute for Councillor C Pillai), O Rowley, J Sunderland and A Wenham

In Attendance: None

Apologies: Councillors J Lennox, C Pillai and O Rowley

39 Minutes of the last meeting

RESOLVED

That the Minutes of the last meeting held on 11 January 2019 be signed by the Chair as a correct record.

40 Urgent items

None.

41 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
E14	Changes to Central Staffing Team establishment	52	Paragraph 1 – relating to an individual

42 Declarations of interest

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

43 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 December 2018.

Members sought further information on the following;

- Delays in completing grievances
- Level and budgeting for vacancies
- Diversity figures and measures taken to improve (particularly relating to the Retained Duty System)

And were advised of the following;

- Introduction of a revised completion deadline of 14 days in respect of grievances as agreed with the representative bodies
- West Yorkshire Fire and Rescue sickness figures in comparison to national figures (lowest in the Metropolitan Fire and Rescue Authorities and in the region and sixth lowest in the country)

RESOLVED

That the report be noted.

44 Calderdale District Prevention Manager (DPM) post

Consideration was given to a report of the Director of Service Delivery which sought approval for the creation of a permanent District Prevention Manager (DPM) post in Calderdale.

It was reported that the post was currently provided on a secondment / fixed term contract basis and played an integral part in the delivery of the Safer Communities Prevention Strategy at a district level. The demand placed on the resource was not dissimilar to that for established DPM posts in the other four districts and, therefore, warranted permanent provision in Calderdale.

Members were advised that the cost of the permanent DPM post would be cost neutral as additional costs could be offset by an amendment to the existing prevention structure by the removal of a Fire Prevention Officer post and the reduction in hours allocated to the District Administrator role. Both of these posts were reported to be currently vacant.

RESOLVED

- a) That the current fixed-term Calderdale District Prevention Manager position be added to the permanent establishment as a Grade 8 post; and
- b) That the Grade 3 Prevention Assistant post in Calderdale be deleted from the establishment and the Calderdale District Clerk post be amended to 20 hours per week.

45 Diversity and Inclusion policy

Members received a report of the Chief Employment Services Officer which sought approval for an amended Diversity and Inclusion policy.

The policy had been amended to reflect the objectives of the Diversity and Inclusion team and made improvements to the language and accessibility of the document in line with the West Yorkshire Fire and Rescue Service values. Members were advised that associated targets were included in both the Diversity strategy and framework documents.

RESOLVED

That the revised Diversity and Inclusion policy be approved as detailed as Annex A to the report now submitted.

46 Staff Network update

The Chief Employment Services Officer submitted a report which updated Members on the implementation of individual staff networks subsequent upon a restructure of the Inclusion Action Group (IAG).

It was reported that there would be four separate networks as follows;

- Gender
- LGBTQ+
- Disability and Wellbeing
- Race and belief

Members were advised that the individual networks would report into the Corporate Driving Diversity Board via the Inclusion Action Group and each network would be assigned a budget of £300 per annum from the £3000 allocated to the IAG.

RESOLVED

That the implementation of the four staff networks be approved.

47 Retained Duty System (RDS) review

Consideration was given to a report of the Chief Employment Services Officer which sought approval for the implementation of changes to the Retained Duty System (RDS).

It was reported that approval had been given to a six month trial of changes to the management of the RDS service and changes to RDS staff remuneration at the July 2018 meeting of this Committee. The trial, commenced on 17 September 2018, had been extended by one month to the end of April 2019 with the agreement of the Fire Brigades' Union to align with the committee cycles.

Members were advised that the changes had proved very popular and were provided with the following positive interim results of the trial;

- Increase in RDS staffing from 118 to 139
- Increase in contracted hours from 8,408 to 10,239
- Increase in pump availability

The RDS budget had been permanently increased by £234k in 2018 – 19 to fund changes to remuneration and Members were advised that this had proved to be adequate budgetary provision.

RESOLVED

That the changes to the Retained Duty System be approved for implementation on a permanent basis.

48 Talent management and succession planning

The Chief Employment Services Officer submitted a report which sought approval for a Talent Management and Succession Planning policy.

The policy, produced in response to the findings of the Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) pilot assessment in 2018, now proposed a systematic approach to talent management and succession planning which would provide a pool of talent available to fill business critical roles immediately upon these becoming available. Detail of the approach to identify those roles was included in the annex to the report now submitted.

It was reported that the strategy would include formal and informal coaching / mentoring together with secondments, networking events and tailored development programmes. The cost of implementation of the strategy and associated interventions could be met from within existing budgetary provision.

RESOLVED

That the Talent Management and Succession Planning policy be approved for implementation.

49 Skills for Justice – quality assurance framework

Members received a report of the Chief Employment Services Officer which provided an update following an audit of compliance against the Skills for Justice (SFJ) awards Fire and Rescue Service quality assurance framework.

West Yorkshire Fire and Rescue Service was reported to be an accredited qualifications centre for SFJ and the purpose of the external audit was to establish whether the service remained compliant with standards expected of accredited centres.

Members were advised that the audit found that there was robust and effective deployment of examinations, NVQ's and development programmes which ensured training was of the highest standard and it also highlighted significant examples of good practice.

It was reported that the costs associated with a possible move away from the electronic portfolio system to a new eLearning system would be minimal and could be met from within existing budgetary provision as appropriate.

RESOLVED

That the report be noted.

50 Equality Data Monitoring report

Consideration was given to a report of the Chief Employment Services Officer which sought approval for the publication of the Equality Data Monitoring report.

The report provided a succinct overview of the gender, ethnicity, age and disability data within the staff profile and included information of the work in progress to improve the diversity of the workforce.

Members were advised that the current report did not include comprehensive data on religion, sexual orientation or gender reassignment but it was anticipated that this would be included in future reports following the implementation of the new Access HR system which allowed for staff to self-declare their own equality data. It was also anticipated that the disclosure of disability would improve following a role-modelling campaign and awareness-raising project led by the Diversity and Inclusion team.

RESOLVED

That the Equality Data Monitoring report be approved for publication as detailed in the annex to the report now submitted.

51 Yorkshire and Humberside Employers' Association Minutes – 10 January 2019

RESOLVED

That the Minutes of the Yorkshire and Humberside Employers' Association at a meeting held on 10 January 2019 be received.

52 Changes to the Central Staffing team establishment

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

RESOLVED

That further consideration of this report be referred to the Executive Committee scheduled to meet on 26 April 2019 in order that further information, including legal advice, can be received on the matters raised by Members. Reference to the Executive Committee is necessary for urgency reasons arising out of the deferral.

Chair