



Minutes

Human Resources Committee

Date: 04 August 2023

Time: 10:30

Venue: FSHQ

Present: Cllr F Shaheen (in the chair), Cllrs C Anderson, J Garvani, Z Hussain, C Keith, D Kirton, N Mohammed, M Pervaiz, M Pollard, U Sutcliffe and R Wood.

In Attendance:

Apologies:

1 Minutes of meeting held on 24 March 2023

RESOLVED

That the Minutes of the last meeting held on 24 March 2023 be signed by the Chair as a correct record.

2 Matters arising

There were no matters arising.

3 Urgent items

There were no urgent items.

4 Admission of the public

There were no items requiring the exclusion of the press or public.

5 Declarations of interest

There were no declarations of pecuniary interest.

6 Human Resources Activity Report

The Chief Employment Services Officer submitted a report which advised Members of the key HR metrics for the reporting period ending 31 March 2023, including establishment strength, sickness absence data and high-level discipline and grievance figures.

Members asked why there were two different tables for June 22 and the following period. It was explained that the system had changed, so that people were able to self-report and more accurately describe the categories. They were also informed that a number of disciplinaries took place outside the recommended time limit due to sickness, possible police involvement and to agreeing to extensions for complex cases.

Members were also informed that a glossary of terms would be circulated to members to inform their understanding.

The chair commented that it was very positive to see targets being revised. It was nice to see more female staff being recruited. It was important to engage more to get more involvement from ethnic minorities.

RESOLVED

- a) That the report be noted.
- b) That the new posts as listed in the report now submitted be approved.

7 Response to HMICFRS Spotlight Report

Members considered a report of the Chief Employment Services Officer which updated members on the response of WYFRS to the recommendations made in the HMICFRS Spotlight Report

Members were informed that a summary of the staff survey would be emailed to new members. They were also assured that the staff 360-degree appraisal could be confidential. Members sought and received confirmation that the confidential Say-so staff reporting process had been in place for a year and 40 reports had been submitted.

Members were informed that a legislative change now including FRA employees in the Rehabilitation of Offenders Act, meant that existing access to basic DBS checks was enhanced. This might highlight previously undisclosed convictions/cautions, but all cases would undergo risk assessments and each case would be considered on grounds of offence frequency and severity. It would not mean that staff would be automatically dismissed if previously undisclosed offences came to light.

Members sought and received information that an Equality Impact Assessment had not taken place. They were also informed that it was the intention of WYFRS to promote a level of common sense as well as taking all necessary steps to protect the Authority.

The chair commented that there should be an Equality Impact Assessment. WYFRS had invested a lot of time in recruitment, and it would be sad if people were lost. It was hoped the risk assessment would be a useful tool.

RESOLVED

That the report be noted.

8 Operational Staffing Project – Developing the Safe to Command Role

The Director of Service Support presented a report informing Members of the proposal to expand the additional responsibilities within the Safe to Command firefighter role and establish this role across all wholetime fire stations. Members were advised that the proposal is subject to a 10-week consultation period and the outcomes of the consultation will be reported to the next Human Resources Committee on 6 October 2023, along with full details of the implementation.

Members challenged the possibility of staff trained through this process being recruited elsewhere, as well as the possibility of staff not wanting to be viewed in a negative light if they did not apply for these opportunities. They were informed that mostly staff served in the service where they lived, so would not want to move elsewhere, and would also not be viewed negatively if they did not wish to undertake one of these opportunities. Members were reassured that the roles were already established positions, did not indicate an operational difficulty, and Pay scales would not be complicated as the roles merely involved a 6% uplift.

RESOLVED

That the report be noted.

9 Diversity and Inclusion Strategy Update

The Chief Employment Services Officer presented a report advising Members of the progress made with the action plan following the approval of the Diversity and Inclusion Strategy at the Human Resources Committee held on 20 January 2023, and the plan for the next six months.

Members were advised that the following actions have been delivered:

- The Strategy document was assessed for accessibility issues and reconfigured to ensure all audiences, external and internal, could access the document.
- The Strategy has been published on our [external](#) and internal webpages and promoted to staff.
- Staff Networks have been asked to nominate members who would like to be part of the Action Plan Steering Group.
- Evaluation of the Quality Assurance Self-Assessment for D&I questions has been analysed and cross referenced with the strategy actions.
- Departments have been asked to identify gaps and scope areas where support and training is required, with a view to meeting with the Diversity Project Officer to identify actions and outcomes.

And were further advised that the plan for the next 6 months is to:

- Continue to meet with departmental leads to look at the gaps in their approach to service delivery and D&I and link this to the priorities in the strategy.
- Identify possible actions or training within departments to improve D&I delivery and embed their commitment to the Strategy priorities.
- Form the Action Plan Steering Group, with clear Terms of Reference, outline plan and deliver bi-monthly meetings.

The chair thought it was positive to see that 56% of support staff were female. Members asked who were involved in the Equality Impact Assessments and were informed that the EDI team oversaw the whole process. Training, guidance templates were delivered and added into HR Comms reporting.

RESOLVED

That the report be noted.

10 Equality Data Monitoring Report

Members considered a report of The Chief Employment Services Officer which presented the latest workforce equality data. The headline statistics showed:

An increase in numbers within

- a) Female and BAME On Call staff by 2% for both.
- b) Female wholetime by 1%.
- c) LGBTQ+ Control Staff by 2%.
- d) LGBTQ+ FRS Staff by 1%.

A decline in numbers within:

- a) Wholetime BAME by 1%.
- b) Wholetime disabled by 2%.
- c) FRS BAME staff by 5%.
- d) FRS disabled staff by 4%.

Due to inconsistencies within the data compared to official recruitment figures and leaver data, Members were advised that further investigation work was being undertaken, including addressing the challenge to ensure staff complete their equality data in HR Access, the Services' HR system.

Members were informed that equality data was captured when applying for jobs, however there was a system issue which meant that that information could not be transferred over to new jobs.

Members were informed that the Ignite Initiative involved encouraging recruitment from disadvantaged areas.

RESOLVED

That the report be noted.

11 Minutes of the Yorkshire and Humberside Employers' Association meetings held on 12 January and 6 April 2023

RESOLVED

That the minutes of the YHEA meetings held on 12 January 2023 and 6 April 2023 be noted.

Members were informed that the current Regional Director, Steve Walmsley was about to retire and would be greatly missed for his knowledgeable contributions.

Chair