

**Minutes of the Meeting of  
Shropshire and Wrekin Fire Authority  
Human Resources Committee  
held at Headquarters, Shrewsbury  
on Thursday, 27 May 2010 at 2.00 pm**

## **Present**

### **Members**

Councillors Adams (Chair), Mrs Barrow, Groom, Hartin (Vice-Chair), Kiernan, and Picken

### **Officers**

Chief Fire Officer, Deputy Chief Fire Officer, Temporary Assistant Chief Fire Officer (Human Resources), Human Resources Manager, Equality and Diversity Officer and Management Support Officer

## **1 Apologies for Absence**

Apologies for absence had been received from Councillor Price.

## **2 Declarations of Interest**

The Chair reminded Members that they should declare any personal and/or prejudicial interests at this point and that they should leave the meeting room before any item, in which they had a prejudicial interest was discussed.

The Chair declared a personal interest in report 9, as he is a member of the voluntary organisation A4U.

## **3 Non-Exempt Minutes**

Members received the minutes of the Human Resources Committee meeting, held on 14 January 2010.

It was proposed by Councillor Mrs Barrow, seconded by Councillor Kiernan and

**Resolved** that the minutes of the Human Resources Committee meeting, held on 14 January 2010, be agreed and signed by the Chair as a correct record

#### **4 Public Questions**

No questions, statements or petitions had been received, from members of the public.

#### **5 Committee Terms of Reference**

The report provided details of the Terms of Reference of the Human Resources Committee, as they appear in the Fire Authority's Members' Handbook, for review by the Committee.

It was proposed by Councillor Mrs Barrow, seconded by Councillor Kiernan and

**Resolved** that the Committee agree to the amendment detailed in the report for recommendation to the Fire Authority

#### **6 Committee Role Descriptions**

The report sought to establish Role Descriptions for the Chair and Vice-Chair of the Human Resources Committee.

It was proposed by Councillor Hartin, seconded by Councillor Mrs Barrow and

**Resolved** that Members agree the Role Descriptions for the Chair and Vice-Chair of the Human Resources Committee for recommendation to the Fire Authority

#### **7 Telford Race, Equality and Diversity Partnership**

The purpose of the report was to inform the Committee of the progress of Telford Race, Equality and Diversity Partnership (TREDP). The Committee was also asked to endorse the request from the group for funding for 2010/11 with a concomitant Service Level Agreement.

The Equality and Diversity (E&D) Officer brought Members' attention to the background and achievements of the partnership in his report. He explained the involvement of Telford & Wrekin Council, Citizens Advice Bureau, the Primary Care Trust, West Mercia Police and other agencies. TREDP provides feedback and information on many areas, including the local community's perception of the Service.

Councillor Mrs Barrow asked how much funding is received from other agencies. The E&D Officer responded that TREDP receives £27,000 from the Equality and Human Rights Commission, £22,000 from Shropshire Council, £5,000 from the Primary Care Trust, £5,000 from West Mercia Police and £2,500 from The Wrekin Housing Trust.

Councillor Groom agreed with the recommendations in the report but felt that the name of the partnership should be changed to 'Telford, Equality and Diversity Partnership' as a priority, as the partnership had a multi-strand approach. It was felt by the Committee that the current name gave the impression that the partnership excluded other strands of diversity. The Committee, therefore, asked the E&D Officer to contact the partnership to discuss the change of name.

Councillor Hartin asked why the Service was proposing to give £5,000 and not the requested £5,305. The E&D Officer responded that this was the sum, which had been granted to the partnership previously.

**Subject to discussion regarding the above name change**, it was proposed by Councillor Hartin, seconded by Councillor Picken and

**Resolved** that the Committee note the contents of the report, and recommend to the Fire Authority:

- Preparation of a Service Level Agreement, setting out the measurable outcomes to be secured in exchange for a financial contribution to Telford Race, Equality and Diversity Partnership; and
- On satisfactory conclusion and signature of this Service Level Agreement, a payment to Telford Race, Equality and Diversity Partnership not exceeding £5,000.00

## **8 Fire and Rescue Service Equality Framework 2009 Analysis of Gaps in Meeting Standards**

The report informed the Committee of the gaps in Shropshire Fire and Rescue Service equality and diversity policies and practice, when compared with the standards required under the different levels of the Fire and Rescue Service Equality Framework 2009.

The E&D Officer advised the Committee that the Service was 'moving towards excellence' and in order to achieve 'excellent' needed to produce evidence, which was focused on different departments. He was confident that the Service would achieve 'excellent' in the given timescale.

Councillor Groom asked about the cost and resource implications involved for the Service to achieve 'excellent'. The E&D Officer responded that this was being investigated, and much of the work required was already being done. A report detailing all of the gaps would be taken to the next Equality and Diversity Steering Group, where they would be evaluated for their value for money and improvements to service delivery.

Councillor Kiernan requested that the Equality Action Plan, taken to the Audit and Performance Management Committee, be brought to the next meeting for information.

**Resolved** that the Committee note the contents of the report

## **9 Shropshire Partnership Equalities Forum – Progress during 2009/10**

The report informed the Human Resources Committee of the progress on the Shropshire Equality and Diversity Forum, as requested by the Fire Authority.

The E&D Officer explained that the Service did not provide the partnership with funding, but members of the Service attended meetings and supported the work done by the group. He explained that progress had been made, despite the lack of recent membership engagement. He added that the Forum is unique in that it supported the whole of Shropshire and not just certain areas.

Councillor Groom asked if Cruse Bereavement Counselling could be approached and asked to join the Partnership. The E&D Officer agreed to feedback this request to officers involved in the Forum.

**Resolved** that the Committee note the contents of the report

## **10 Area Manager Appointments**

The report provided an update to Members on the outcomes of the recent Area Manager Promotion round.

Members were pleased with the appointments and a discussion took place regarding the development process for officers.

**Resolved** that the Committee note the Area Manager appointments

## **11 National Joint Council Circular NJC/2/10**

Members were asked to note the NJC Circular 'Part-time workers (prevention of less favourable treatment) regulations.

The Assistant Chief Fire Officer explained that officers were awaiting the final outcome of the points raised in the circular. The Chief Fire Officer added that the Service might incur costs of up to £700,000 and work would now need to be done to safeguard taxpayers' money, to prevent a similar situation occurring in the future.

**Resolved** that the Committee note the contents of the NJC Circular

## 12 Local Government Act 1972

It was proposed by Councillor Mrs Barrow, seconded by Councillor Hartin and

**Resolved** that, under the Local Government Act 1972, the public be excluded for the following items on the grounds that they involved the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12A to the Act, by virtue of paragraphs 1, 2 and 3

## 13 Appeals Committee Exempt Minutes (Paragraphs 1 and 2)

Members were asked to receive and note the summarised minutes of the Appeals Committee meetings, held on 11 February 2010 and 19 March 2010.

**Resolved** that the Committee note the exempt summarised minutes of the Appeals Committee meetings, held on 11 February and 19 March 2010

## 14a Applications to Undertake Outside Employment (Made Direct to the Committee)

The report informed Members of two applications to undertake outside employment.

The Chair highlighted an error in the report in that recommendation b) should not have been included and should, therefore, be removed.

The Committee considered the applications on their merits, having regard to all the circumstances and the health and safety of employees and the public.

It was then proposed by Councillor Hartin, seconded by Mrs Barrow and

**Resolved** that the Committee agree the applications for outside employment

## 14b Application to Undertake Outside Employment (Approved Provisionally by the Chair and Vice-Chair)

The report informed Members of an application from a Fire Authority employee to undertake outside employment, approved provisionally by the Chair and Vice-Chair of the Committee.

The Committee considered the application on its merits, having regard to all the circumstances and the health and safety of employees and the public.

It was then proposed by Councillor Hartin, seconded by Mrs Barrow and

**Resolved** that the Committee confirm the provisional approval given by the Chair and Vice-Chair of the Human Resources Committee

The meeting closed at 2.45 pm.

**Chair**.....

**Date**.....

## Human Resources Committee

### Quorum - 4

### Members – 7

Peter Adams (Conservative) **(Chair)**  
Joyce Barrow (Conservative)  
Bob Groom (Independent)  
Nigel Hartin (Liberal Democrat) **(Vice-Chair)**  
Terry Kiernan (Conservative)  
Roy Picken (Labour)  
Mal Price (Conservative)

### Meeting Dates

#### 2010

14 January 2010

27 May 2010

30 September 2010

All meetings take place at 2.00 pm in the Conference Room at Service Headquarters, unless otherwise advised.

### Terms of Reference

To consider human resource strategies and make recommendations to the Authority

To consider reports on the progress of regional and national human resource activities and make recommendations to the Authority, where appropriate

To consider and monitor staffing requirements, the establishment scheme and human resource policies for the Authority and make recommendations to the Authority

To consider fundamental amendments to locally determined conditions of service and make recommendations to the Authority

To consider reports regarding the induction, training and development needs of Members and officers, regularly review those needs and make recommendations to the Authority

To make recommendations to the Authority on the process for appointments to the posts of Chief Fire Officer, Deputy Chief Fire Officer, Treasurer, Monitoring Officer, Deputy Monitoring Officer and Clerk, as necessary.

To review at least annually, and more frequently, if changes are required sooner, its terms of reference and those of the Appeals Committee to ensure that they are up-to-date, and make recommendations for change to the Fire Authority

To undertake the following functions which apply to those employees who come within the jurisdiction of the Fire Authority:

- To ensure that equality of opportunity and diversity at work issues are promoted, implemented and monitored by the Authority and the Service
- To consider and determine applications by uniformed personnel for permission to undertake outside employment, and to set conditions under which approval might be granted
- To consider and determine appeals against grading and market factor supplement decisions (including rank to role)
- To consider and determine grievances in accordance with the Grievance Procedure, except where that grievance relates to a decision of the Chief Fire Officer on level of sick pay; ill-health retirement or dismissal for health related reasons; or powers exercised under the Firemen's Pension Scheme and related legislation in respect of ill-health retirements
- To consider and determine appeals against the application or interpretation of conditions of service, except where that appeal relates to a decision of the Chief Fire Officer on level of sick pay
- To consider and determine appeals against dispute in accordance with the Collective Disputes Procedure
- To consider reports on employee pension schemes and make recommendations to the Authority
- To receive minutes from the **Appeals Committee** ~~Health Panel~~

To review and amend, where required, the processes and procedures for dealing with:

- Applications for outside employment
- Appeals against grading and market factor supplement decisions (including rank to role)
- Grievances
- Appeals against the application or interpretation of conditions of service
- Appeals against dispute in accordance with the Collective Disputes Procedure
- Appeals Committee cases

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities



## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Chair of Human Resources Committee

<b>Office:</b>	Chair of Human Resources Committee
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### Purpose of Role

The overall purpose of the role of the office holder is:

- To chair the Human Resources Committee; and
- To provide leadership in matters concerning that Committee.

#### Main Responsibilities

The main responsibilities of the office holder are:

- To work closely with the Chief Fire Officer and the Chair of the Fire Authority in order to contribute to the delivery of an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To contribute to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Human Resources Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority
- To sit on the Brigade Managers' Employment Panel

- To participate in Appeals Committee hearings, when called upon to do so
- To consider, and grant provisional approval to (or otherwise), Applications for Outside Employment, together with the Vice-Chair of the Human Resources Committee
- To undertake such training as is recommended by officers for the effective performance of duties across the Human Resources Committee and Appeals Committee remit
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

### **Accountability**

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Vice-Chair of Human Resources Committee

<b>Office:</b>	Vice-Chair of Human Resources Committee
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### Purpose of Role

The overall purpose of the role of the office holder is:

- To deputise for the Chair of the Human Resources Committee, as required; and
- To support and assist the Chair of the Committee in providing leadership in matters concerning that Committee.

#### Main Responsibilities

The main responsibilities of the office holder are:

- To assist the Chair in working closely with the Chief Fire Officer and the Chair of the Fire Authority in order to contribute to the delivery of an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To assist and support the Chair in contributing to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Human Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair

- To consider, and grant provisional approval to (or otherwise), Applications for Outside Employment, together with the Chair of the Human Resources
- To undertake such training as is recommended by officers for the effective performance of duties across the Human Resources Committee remit
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

## **Accountability**

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.