

AT A MEETING of the HAMPSHIRE FIRE AND RESCUE AUTHORITY
HUMAN RESOURCES COMMITTEE held at Hampshire Fire and Rescue Service
Headquarters, Eastleigh on 10 July 2013

PRESENT:

Councillors: Liz Fairhurst (Chairman), Jonathan Glen (Vice-Chairman), Keith Chapman, Jason. Fazackarley, Chris Lagdon, Sharon Mintoff, Phil Smith, John Wall and John West

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

Members were mindful of their duty to disclose at the meeting any disclosable pecuniary interest they had in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, and their ability to disclose any other pecuniary or non-pecuniary interests in any such matter that they might have wished to disclose.

3. MINUTES

The Minutes of the meeting of the Committee held on 30 January 2013 were confirmed as a correct record and signed by the Chairman.

4. DEPUTATIONS

There were no deputations on this occasion.

5. ESTABLISHMENT

The Committee considered the report of the Chief Officer regarding the Service's establishment as of 1 June 2013 (Item 5 in the Minute Book).

The Director of Human Resources introduced the report, highlighting key sections relating to Wholetime Establishment, the Externally Funded posts, the Retained Service staffing levels, Control Establishment and Green Book Establishment.

Members were told that the animal rescue incidents were handled on the presumption of the threat to human life and were most often large animal call-outs rather than small domestic animals. Funding was generated through the Service's consultancy and advisory roles to other organisations. HFRS provides the National Lead Officer and is regarded as a leading service in this specialism.

Recruitment into the Service was planned via three routes: direct recruitment from the community; Inter-FRS transfers and from the Retained Crews. All of these generated more applicants than vacancies and the Service was always able to make appointments from suitably qualified and motivated individuals who share the Service's values and ethos.

The overall position was one of stability with a Service capable of managed reduction through its workforce planning.

RESOLVED:

That the Human Resources Committee note the report and accept the changes to the Establishment contained within the report, made under the Chief Officer's delegated powers.

6. **HR COMMITTEE TERMS OF REFERENCE**

The Committee considered the Chief Officer's Report regarding the Committee's Terms of Reference (Item 6 in the Minute Book).

The Director of Human Resources introduced the report, noting that the purpose was for the Committee to consider its own Terms of Reference and make recommendations in readiness for the next meeting of the Authority. The revisions to the Terms of Reference set out in Appendix B were highlighted.

The Chairman noted that Cllrs Roz Chadd, Jonathan Glen and Phil Smith had volunteered to form the Member Development Sub Committee and it was agreed that the Sub Committee's composition should not be limited to Members of the Committee. The Chairman agreed to liaise with the Chairman of Standards and Governance in respect of the implementation of Members Development Plan. The membership of the Principal Officer Pay Review Sub Committee was also noted.

Members indicated that they expected to be briefed by Officers on issues such as pensions and pay where there was likely to be national and local media interest.

RESOLVED:

The Committee agreed the following RECOMMENDATION to the Authority:

The Human Resources Committee recommends that the Hampshire Fire and Rescue Authority

- (i) approve the revisions to the Terms of Reference for this Committee and its Sub Committees set out in Appendix B SUBJECT TO: noting the additional change to the Member Development Sub Committee;
- (ii) appoint the following Members to the Sub Committees as listed below:

Members Development Committee

Councillor Roz Chadd
Councillor Jonathan Glen
Councillor Phil Smith

Principal Officer Pay Review Sub Committee

Councillor Keith Chapman
Councillor Jason Fazackarley
Councillor Chris Lagdon.

7. PRINCIPAL OFFICER PAY REVIEW

The Committee considered the report prepared and presented by an independent advisor regarding the implementation of a revised methodology for the local determination of Principal Officer Pay (Item 7 in the Minute Book).

Members noted the purpose of the paper was focussed on areas of the process requiring streamlining or updating since introduction in 2006. Members recalled that the Committee had agreed it would make a local award under the Gold Book's discretionary authority in the absence of a national award.

The recommendations of the Committee regarding membership of the Principal Officers Pay Review Sub Committee made under Item 6 were noted.

Members agreed Cllrs Chapman, Fazackarley and Lagdon should form the Principal Officers Pay Review Sub Committee.

RESOLVED:

The Human Resources Committee notes and approves the methodology at Appendix 1 to the report and confirms the membership of the Principal Officers Pay Review Sub Committee as set above.

8. THE NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE AND RESCUE SERVICES

The Committee considered the report of the Chief Officer regarding engagement with the National Joint Council through its existing democratic mechanisms (Item 8 in the Minute Book).

The Director of Human Resources summarised the difficulties in effective and co-ordinated communication between Fire and Rescue Services, the Chief Fire Officers' Association (CFOA) and the National Joint Council (NJC) together with the work on issues that FRSs wished to see included in national discussions that would benefit both HFRS and other services which were set out at Appendix A to the report.

Members agreed Cllr Roger Price should be mandated by the Committee to introduce such items through his membership of the Fire Services Management Committee supported with suitable briefing by the Director of Human Resources. Members also agreed that all Members of the Authority should have the ability to signal other issues and these should be routed through the Director of Human Resources in the first instance.

Councillors Chapman and Glen proposed and seconded an amendment to the Recommendation.

RESOLVED:

That the Human Resources Committee notes

- (i) the information collected by CFOA on what national Ts&Cs they would like to change to aid future development;
- (ii) that it wished to seek to influence the agenda for changing national Ts&Cs through the existing democratic mechanism for the benefit of HFRS and FRSs more widely;
- (iii) that Cllr R Price be mandated by the Committee to introduce such items; and
- (iv) Members of the Authority having the ability to refer questions to the Director of Human Resources as an initial step.

9. SAFEGUARDING

The Committee considered a report of the Chief Officer in respect of the outcomes of the self-evaluation of Hampshire Fire and Rescue Service and the action plan to be implemented (Item 9 in the Minute Book).

The report was introduced by Station Manager Steve Ashe and Members noted the “generally strong” outcome of the self-evaluation audit in February 2012 and the aim of HFRS to achieve “excellent” at next audit when conducted by the Performance Review Department.

Members were told that HFRS had an effective route through which concerns for vulnerable adults or children were routed to the Service’s Safeguarding Officer a role held by one of four key staff on an on-call basis, all of whom knew which agency should be notified. Reporting Officers and Crews were notified in general terms of the outcome of their reports.

Members learned that HFRS had consent to share information agreements (or equivalents) in place with Hampshire County Council and Southampton City Council and were in the course of discussion with Portsmouth City Council. Establishing an equivalent facility with NHS in respect of access to health records was underway. Cllr Glen observed that given the Authority had a duty to discharge, it could if necessary require the attendance of NHS officers to attend the Policy and Resources Scrutiny Select Committee to explain its position.

RESOLVED:

That the Human Resources Committee notes the outcomes of the Childrens Act 2004 safeguarding audit; and the proposed action to be taken including the improvement to governance and agrees the actions set out in the Appendix.