

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY
HUMAN RESOURCES COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 28 October 2015**

PRESENT:

The Chairman announced that the press and members of the public were permitted to film and broadcast the meeting. Those remaining at the meeting were consenting to being filmed and recorded, and to the possible use of those images and recording for broadcasting purposes.

PRESENT

Councillors:

a	Ann Briggs	a	Chris Lagdon
a	Keith Chapman	a	Phil Smith
p	Mark Cooper	a	Sally Spicer
p	Liz Fairhurst (Chairman)	p	John Wall
p	Hannah Hockaday		

99. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ann Briggs, Keith Chapman, Chris Lagdon, Phil Smith and Sally Spicer.

100. 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 personal interests in any such matter that they might have wished to disclose.

101. MINUTES OF LAST MEETING AND MATTERS ARISING

The non-exempt minutes from the meeting on the 1 July 2015 were agreed to be a correct record and signed by the Chairman. There were no matters arising on this occasion.

102. DEPUTATIONS

There were no deputations on this occasion.

103. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

104. HFRA MEMBERS' ALLOWANCES SCHEME

The Committee received a report from the Clerk (Item 6 in the Minute Book), which highlighted options for the HFRA Members' Allowances Scheme prior to the agreement of a new Scheme from April 2016.

The Clerk took the Committee through the report and outlined the current Scheme, highlighting that the Human Resources Committee had been tasked by the Full Authority to undertake a review of the Authority's Scheme during 2015/16.

Members noted that proposals were emerging for a review of the efficiency and effectiveness of the Authority. Therefore, in light of this potential review and any possible subsequent changes to the governance structure, the Committee were content with the current scheme.

RESOLVED:

That the Human Resources Committee:

RECOMMEND TO THE FULL AUTHORITY:

- a) That the current Members' Allowances Scheme is fit for purpose and be frozen and if necessary extended until the outcome of the review of governance structures is known and any agreed changes are implemented.
- b) That the Human Resources Committee be tasked with a full review of Members' Allowances, on conclusion of the governance review, to take into account any governance changes agreed by the Authority and make appropriate recommendations to the Authority for revisions to the Scheme.

105. LEADERSHIP FRAMEWORK FOR HAMPSHIRE FIRE AND RESCUE SERVICE

The Committee considered a report from the Chief Officer (Item 7 in the Minute Book) which outlined the development of the Leadership Framework for Hampshire Fire and Rescue Service, the key elements of the framework and an update regarding work underway to embed the framework with the service.

The report was outlined to Members who heard that the Leadership Framework looked to encourage leadership activity and ownership at all levels of the organisation, and not exclusive to management level. It was noted that this approach is consistent with the "Nolan Principles", and also consistent to other developments progressing within the Service.

Members were taken through the various graphs which reflected the optivote results from a recent HFRS Service Conference, and the results were discussed.

RESOLVED:

That the Human Resources Committee:

- a) Note the Leadership Framework for Hampshire Fire and Rescue Service, and the survey work underway to embed the framework.
- b) Recommend that a Member awareness session be arranged to look at the Leadership Framework in more detail to enable Members to support the Leadership Framework within the Hampshire Fire and Rescue Service by holding officers to account in how they demonstrate the Framework in practice and with a view to the Human Resources Committee considering whether to recommend that the Authority also adopt the Leadership Framework..

106 ESTABLISHMENT

The Committee considered a report from the Chief Officer regarding the authorised and actual establishment as of 1 September 2015 (Item 8 in the Minute Book).

The report was summarised to Members who heard that the authorised establishment figure for whole-time grey book staff was over establishment, whereas both green book and retained staff were under establishment. A number of factors including those relating to ongoing projects, secondments, and absence cover explained the variance in figures, and also the increase in fixed term contracts and temporary promotions.

In answer to Member questions, it was confirmed that the establishment was being managed within budget. It was also confirmed that in terms of retained crew working hours, it was ensured that these met the working time directive requirements.

Members expressed their thanks for the new layout of the report, and found the information presented clearer to understand.

RESOLVED

That the Human Resources Committee:

- a) Endorse the changes to the establishment contained within the report made under the Chief Officer's delegated powers.
- b) Support development of this report for future meetings to include graphs and commentary on key issues and workforce trends, with establishment detail set out in appendices.

107. UPDATE OF PHYSIOTHERAPY SERVICE DELIVERY

The Committee considered a report from the Chief Officer which provided an

update on the work carried out by the Physiotherapy service RehabWorks for Hampshire Fire and Rescue Service (Item 9 in the Minute Book).

Members were taken through the report and heard that referral rates to RehabWorks in 2015 were significantly greater than the previous year, which can be linked to an increase in Management referrals through to Occupational Health.

It was noted that 60% of the referrals to Occupational Health were for muscular skeletal ailments, which accounted for 25% of the sickness absence within the service for 2014/15. Members heard that with the intervention of RehabWorks to enable officers to resume full duties, this service contributed to the management of attendance within the service.

Members were pleased with the progress made and noted that a report detailing benchmarking data in relation to sickness absence would be brought to a future meeting of the Committee.

RESOLVED:

That the Human Resources Committee note the update.

108. WORKFORCE PLANNING

The Committee received a verbal update from the Chief Officer in relation to work underway in relation to workforce planning for the Hampshire Fire and Rescue Service which it is intended to bring forward to the HR Committee in spring 2016 (Item 10 in the Minute Book).

The background to workforce planning was highlighted to the Committee and recruitment to fit future service needs was discussed, as well as training options.

Members noted the blended approach to future recruitment, to include new recruits, retained fire officers seeking whole time employment, and drawing in experience from other services, whilst retaining a suitable level of experience within the service. The future role of the firefighter was also discussed, highlighting the importance of recruitment having a broad demographic appeal.

RESOLVED

That the Human Resources Committee note the update.

109. LEADERSHIP AND OUR PEOPLE PRIORITY (STATEMENT AND PRIORITY DELIVERY PLAN)

The Committee received a report from the Chief Officer regarding the Leadership and Our People Priority (Item 11 in the Minute Book) of the Hampshire Fire and Rescue Service, Service Plan 2015-2020.

The Chief Officer took the Committee through the report, and in particular the background to the revised Service Plan 2015-2020 and key points of the updated

summary and delivery plan behind the Leadership and Our People priority. The vision points and key performance indicators of the People and Leadership summary were highlighted, as well as the activities in the draft delivery plan. The various sections of the delivery plan were explained to Members, who heard that the plan would remain in draft form until a complete workforce plan is produced and approved.

Members noted that further updates to the Leadership and our People priority would be brought to future meetings of the Committee, and it was noted that the layout of future reports would be clearer.

RESOLVED

That the Human Resources Committee note the content of the People and Leadership summary and the delivery plan attached as appendices to the report.

110. EXCLUSION OF PRESS AND PUBLIC

To resolve that the public be excluded from the meeting during the following item of business, as it is 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 that item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

111. EXEMPT MINUTES

The exempt minutes from the meeting on the 1 July 2015 were agreed to be a correct record and signed by the Chairman.