

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY HUMAN
RESOURCES COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 13 April 2016**

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:

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

121 APOLOGIES

Apologies were received from Councillor Chris Lagdon.

122 DISCLOSURES 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.

There were no declarations of interest received for the meeting.

123 MINUTES AND MATTERS ARISING

The Minutes from the meeting on the 27 January 2016 were agreed to be correct and signed by the Chairman.

124 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements for this meeting.

125 DEPUTATIONS

There were no deputations received for the meeting.

126 DEVELOPMENT OF THE STRATEGIC WORKFORCE PLAN

The Committee considered a report from the Human Resources Director which provided an update on progress towards the development of a strategic workforce plan for HFRS (Item 6 in the Minute Book).

The report was introduced and the background to the strategic workforce plan was outlined to the Committee, and it was explained that the draft plan was being brought to the Committee so Members could contribute to the shaping of the final plan which would then be brought to the October Committee meeting.

The main sections of the plan were set out and it was explained the draft plan consisted of a series of bullet points to explain the future intent, rationale and variables relating to the different sections of the plan.

Members commented on the format of the draft plan and a number of queries relating to this were discussed. It was confirmed that the workforce plan would be reviewed on a regular basis, and updated when required. Members also discussed issues relating to shift patterns, grievance process, and competency training.

With regard to the recommendation, Members wished to approve the direction of progress of the development of the Plan, instead of merely noting the progress, and an amendment to the recommendation to this effect was proposed and agreed.

RESOLVED:

That the Human Resources Committee approved the direction of progress toward development of the strategic workforce proposal and endorsed the plan to finalise this at the Human Resources Committee in October 2016.

127 OCCUPATIONAL HEALTH AND WELLBEING UPDATE

The Committee considered a report from the Head of Occupational Health and Wellbeing regarding an overview of the workstreams within Occupational Health and Wellbeing, and an update on the Traumatic Incident Management (TRiM) programme (Item 7 in the Minute Book).

The report was introduced and it was heard that HFRS continues to work closely with the Occupational Health and Wellbeing Service in key areas such as Musculoskeletal conditions, Stress, Psychological health, Mandatory medicals and Fitness standards. With regard to Psychological health, Members noted the implementation of new TRiM arrangements for the Service, with trained TRiM practitioners providing support to employees when potentially traumatic incidents occur. Effective management practice in supporting employees with serious psychological ill health and trauma was highlighted and plans to provide Managers with training in identification and diffusion techniques was explained.

A discussion around Fitness standards ensued and it was heard that fitness standards had been updated nationally with effect from April 2016, to ensure all fire fighters meet the required fitness standard, and it was heard that employees were positive about these, working proactively towards the new standards. In answer to Member queries, it was explained that fitness testing was based around the highest age range of employees, therefore failure to complete would be based on fitness levels rather than age. It was heard that eight Fire Fighters were currently off the 'run' as a result of failing the fitness test, and it was noted that support arrangements and an improvement plan was being implemented to improve their fitness levels.

RESOLVED:

That the Human Resources Committee continued to endorse the key areas of focus by the Occupational Health and Wellbeing service to achieve an overall improvement in all aspects of employee health, safety and wellbeing.

128 PRINCIPAL OFFICERS PAY REVIEW

The Committee received a report from the Human Resources Director (Item 8 in the Minute Book) regarding the Principal Officers Pay Review. The Members of the Committee were taken through the report and the appendix which detailed the methodology for the local pay review of Principal Officer Rates, and the proposed revisions to the methodology were highlighted.

Members discussed the membership of the Principal Officer Pay Group, and it was agreed that this would consist of Councillors Fairhurst, Cooper, Lagdon and Spicer, and Members also agreed an amendment to the methodology to reflect a flexible group membership number.

RESOLVED

That the Human Resources Committee:

- a) Agreed that the membership of the Principal Officer Pay Group comprise Councillors Fairhurst, Cooper, Lagdon and Spicer with the proviso that the membership of the Group can reduce to any two or three of those Members.
- b) Commissioned the Group to produce a pay review report for consideration at a future meeting of the HR Committee in accordance with the Principal Officer Pay Policy.
- c) Agreed the revised methodology for the Principal Officer Pay Review as set out in Appendix 1 to this report subject to Resolution a).

129 GOVERNMENT PROPOSALS FOR APPRENTICESHIPS

The Committee received a report from the Human Resources Director (Item 9 in the Minute Book) regarding Government initiatives connected to the

development of apprenticeships.

The HR Director summarised the report and outlined the Government's commitment to reaching 2 million apprenticeship starts in England by 2020. The introduction of an apprenticeship levy in April 2017 was also highlighted and it was heard that the estimated cost of the Apprenticeship Levy for HFRS would be £0.2 million per annum and this had been factored into the medium term financial strategy.

The Committee raised concerns about the apprenticeship levy and its impact on HFRS, and it was heard that HFRS would need to take on about 200 apprentices annually to recover its total annual levy payments. Consideration would be given as to whether trainee firefighters could be classed as apprentices.

With regard to the recommendation, Members wished to include their concerns about the apprenticeship levy, and an amendment to the recommendation to this effect was proposed and agreed.

RESOLVED

That the Human Resources Committee raised concerns about the level of Apprenticeship levy and supported the further work to be undertaken to consider the approach to apprenticeships within HFRS workforce strategy.

130 ESTABLISHMENT

The Committee received a report from the Human Resources Director (Item 10 in the Minute Book) regarding the authorised and actual establishment as of 29 February 2016.

Members were taken through the report and heard that the number of wholetime staff had reduced to 718 full time equivalent (FTE), which was a decrease of 18.8 FTE since the last report. It was noted that temporary contracts and promotions had had a bearing on the number of wholetime staff in post which continued to be 37.25 FTE above establishment. Members raised questions regarding temporary contracts and it was noted that as the Service manages the transition to the future arrangements for service delivery, temporary contracts would continue to remain an important factor in place in supporting these changes.

The correlation between the number of fixed term contracts and temporary promotions was highlighted and it was noted that the service had initiated a recruitment process for Area Manager appointments and substantive promotions for Crew Managers and a Watch Manager which were expected to reduce the number of temporary promotions.

It was confirmed that the number of retained duty system (RDS) staff in post had decreased from 515.63 to 506.20 since the last report, and that under the service delivery redesign, the establishment of RDS would decrease by 152 FTE

by April 2019. Current vacancies would be used wherever possible to fulfil this, but some vacancies would need to be recruited to due to the specific geographical requirements of that role.

RESOLVED

That the Human Resources Committee endorsed the changes to the establishment contained within the report made under the Chief Officer's delegated powers.