

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY HUMAN  
RESOURCES COMMITTEE held at Hampshire Fire  
and Rescue Service Headquarters, Eastleigh  
on 27 January 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
p	Mark Cooper	p	Sally Spicer
p	Liz Fairhurst	p	John Wall
a	Hannah Hockaday		

In attendance: Councillor Chris Carter, Chairman of the Hampshire Fire and Rescue Authority.

**112 APOLOGIES**

Apologies were received from Councillor Chris Lagdon.

**113 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.

**114 MINUTES AND MATTERS ARISING**

The Minutes from the meeting on the 28 October 2015 were agreed to be correct and signed by the Chairman.

**115 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements for this meeting, but invited the Chairman of the Hampshire Fire and Rescue Authority to report on the recent visit by the Secretary of State to the Fire Authority.

## 116 DEPUTATIONS

There were no deputations received for the meeting.

## 117 HFRS PAY POLICY STATEMENT (2016/17), INTRODUCTION OF THE NATIONAL LIVING WAGE AND THE £95,000 CAP ON EXIT PAYMENTS

The Committee considered a report from the Lead HR Business Partner regarding the 2016/17 Pay Policy Statement, the introduction of the National Living Wage and the £95,000 cap on Exit Payments (Item 6 in the Minute Book).

The report was introduced and it was confirmed that under the terms of the Localism Act 2011, the Pay Policy Statement would need approval from the Full Authority and therefore the HR Committee was being asked to support the recommendations. The terms of the National Living Wage (NLW) were set out and it was heard that this would be introduced on 1 April 2016, for all workers aged 25 years and older. Members noted that the new national living wage rate of £7.20 per hour would be above the level paid for Grade A employees, but as this grade is used for apprentices aged under 25, it would not lead to an increase to the total pay bill. However, it was recognised that future development of the pay framework will be necessary to ensure compliance with the NLW.

Members noted the Government's proposals to introduce a cap of £95,000 on the total cost of exit payments, and it was confirmed that there were no current or anticipated redundancies within the Service that would meet this threshold cap.

In response to Member queries, Officers confirmed they would check the accuracy of the figures provided in paragraph 3.2.2, page 4 of the report.

RESOLVED:

That the Human Resources Committee:

- a) **RECOMMEND** to the Hampshire Fire and Rescue Authority (HFRA) that the Pay Policy Statement be approved.
- b) Note the implementation of the National Living Wage (NLW) in line with new legislation to £7.20 per hour from 1 April 2016, further noting that this will only apply if Hampshire Fire and Rescue Service (HFRS) recruits employees on Grade A aged 25 and over.
- c) Note the proposed implementation of the £95,000 cap on, and recovery of, exit payments.

## 118 ESTABLISHMENT

The Committee considered a report from the Chief Officer regarding the authorised and actual establishment as of 1 December 2015 (Item 7 in the

Minute Book).

Members were taken through the report and heard that the number of wholetime staff had increased to 736.5 full time equivalent (FTE), which was 49.5FTE over the wholetime establishment. It was explained that this increase was attributed to a high number of temporary promotions and new positions which were supporting a significant number of project roles focused upon potential change to Service Delivery. It was noted that for retained staff, the number had decreased and was 117.87FTE under establishment.

In answer to Member questions, it was clarified that in 4.2.4, page 4 of the report, maternity leave posts also represented paternity leave posts

RESOLVED:

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

## **119 ANALYSIS OF SICKNESS DATA**

The Committee received a report from the Lead HR Business Partner (Item 8 in the Minute Book) which provided an overview of sickness absence throughout the Service during Quarter 1 and Quarter 2 of 2015/16.

The report was summarised and it was highlighted that sickness absence had increased by 12% during this period with musculoskeletal issues continuing to be the most frequent cause of absence. In answer to Member queries relating to absence levels per employee group, it was clarified that there were various factors which could skew sickness figures such as sickness in small teams, and sickness in employees leaving the Service following the review of the Professional Services Directorate. The Committee also queried the number of absences due to injury at work and measures in place to control these, and it was suggested that it would be helpful to include a breakdown of these figures in future reports.

Members also noted the continuing work of the Absence Management Group and the actions detailed within the current Absence Improvement Plan.

RESOLVED

That the Human Resources Committee:

- a) Confirm their commitment to review absence levels every six months.
- b) Endorse the current Attendance Improvement Plan.
- c) Support a review of the Attendance Management Group and continued development of the action plan to achieve an overall reduction in absence levels.

## **120 STRATEGIC WORKFORCE PLAN - PRESENTATION**

The Committee received a presentation from the Lead HR Business Partner (Item 9 in the Minute Book) regarding the Strategic Workforce Plan.

The Lead HR Business Partner summarised the outline content of The Plan, and a hand-out detailed its key components. It was noted that the objective of The Plan was to be a living document in assisting the Service and HR set out the workforce situation in real time and also how the workforce will evolve over time and adapt to changes, to include location, skills and pay.

It was confirmed that this outline of The Plan would inform a report which would be brought to the next meeting of the HR Committee to be endorsed, before being recommended to the Hampshire Fire and Rescue Authority for approval.

During the course of the ensuing discussion, Members discussed the options for firefighters taking on extra roles and responsibilities, beyond traditional firefighting and it was explained training would be provided to develop and build on already existing skills.

The development of a new manager's module was highlighted which had received good feedback, and attention was drawn to the importance of good management skills in dealing effectively with performance issues and the wellbeing of teams.

### **RESOLVED**

That the Human Resources Committee note the progress to date of the Strategic Workforce Plan.