

For Publication

**Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge
Group
5 January 2017
Item No. 4**

**MINUTES OF HUMAN RESOURCES POLICY AND CHALLENGE GROUP
MEETING HELD ON 21 SEPTEMBER 2016**

Present: Councillors Y Waheed (Chair), C Atkins, M Ayub, P Downing and J Mingay

ACO Z Evans, SOC T Rogers, GC J Clayton and Mr R Jones

16-17/HR/019 Apologies

There were no apologies.

16-17/HR/020 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interests.

16-17/HR/021 Communications

There were no communications.

16-17/HR/022 Minutes

RESOLVED:

That the Minutes of the meeting held on 7 June 2016 be confirmed and signed as a true record.

16-17/HR/023 Human Resources Performance Monitoring 2016/17 Quarter 1 and Programmes to date

ACO Evans submitted the first quarter report on Human Resources programmes, projects to date and performance against Human Resources performance indicators and associated targets.

ACO Evans highlighted the current projects and the performance indicators. In particular, she referred Members to the update provided on the new I-Trent HR and Payroll system and confirmed that there were no new projects.

ACO Evans referred Members to Appendix B, Quarter 1 2016/17 performance indicators and to the indicators which had not achieved their target, as set out in paragraphs 3.1 to 3.6 of the report. In relation to EQ1b (Percentage of wholetime operational staff to be women), it was expected that this should improve in the following two Quarters as there had been an increase in the number of female Firefighters who had been recruited. Similarly, indicator EQ2 (Recruitment of Black and Minority Ethnic staff across the whole organisation), was expected to improve in Quarter 2 to Quarter 3.

A Member commented that the Fire Service was doing well in relation to achieving its recruitment objectives.

ACO Evans mentioned indicators T1 to T5 which were all 'green' which was a significant achievement as they were very challenging targets.

GC Clayton highlighted that, following the reporting of the previous year Quarter 4 indicators, it had not been expected that such a significant improvement would have been achieved in target T6 (Percentage of Station based operational Working at Height operators that have attended a Working at Height recertification assessment within the last three years), in that this had only been missed by 1%.

Members' attention was also drawn to indicator T8b (Percentage of Retained Duty System personnel attainment in maintaining core, operational safety critical training modules within a rolling 12 month period), which had fallen just short of the target, however, the five people in question were expected to complete this module shortly.

ACO Evans referred to indicator H3 (Number of 24 hour cover periods lost to accidents per 1000 Retained Duty System fte employees), and advised that this related to one person with a long term absence following an injury sustained in 2015/16. It was hoped that this would be resolved in the near future.

In response to a question from a Member, GC Clayton advised that one off training linked to the introduction of a new system, such as that carried out for Control Room staff, was an operational matter which did not reflect in the maintenance of personal skills and development performance figures.

ACO Evans confirmed she would follow up on the performance issue discussed at Service Delivery Policy and Challenge Group and inform members accordingly.

RESOLVED:

That the progress made on Human Resources Programmes and Performance be acknowledged.

16-17/HR/024 Audit and Governance Action Plans Monitoring Report

ACO Evans introduced her report on progress made to date against current action plans arising from internal and external audit reports.

RESOLVED:

That progress made to date against the action plans be acknowledged.

16-17/HR/025 Health and Safety Annual Report 2015/16

SOC Rogers presented the Service's Annual Health and Safety Report 2015/16 to Members for information.

In introducing the report, SOC Rogers highlighted the following areas:

- The main health and safety aim was to ensure that staff remained as safe as possible in their work.
- Risk Assessments were an important element of the work of the Fire Service.
- During the reporting period the Service had published 10 new general Risk Assessments and reviewed 90 existing Risk Assessments.
- The 'red' indicator concerning the 'number of 24 hour cover periods lost to accidents per 1000 Retained Duty System fte employees' related to a single individual.
- The number of vehicle accidents had increased by one in 2015/16 compared to 2014/15.
- The Corporate Health and Safety objectives had been set for 2016/17.

In response to a question from a Member, ACO Evans advised that "Stress at Work" was part of MIND a National campaign delivered locally.

ACO Evans reiterated to Members that the annual report enabled Members to assure themselves that the Service had the right structures, policies and procedures in place and were content in terms of their corporate responsibilities.

In response to a further question, ACO Evans advised that the Service had the benefit of an excellent Health and Safety Manager and a Team which had a good level of continuity of service. SOC Rogers responded to a question from a Member to indicate that in the eventuality of a 'flash flood' affecting an electricity sub-station there would be an automatic cut to the power supply. However, these sub-stations tended to be built above ground level and contained within a brick structure in order to minimise the effect of any flooding in the area.

RESOLVED:

That the Health and Safety Annual Report be acknowledged.

16-17/HR/026 Corporate Risk Register

SOC Rogers presented his report on the Corporate Risk Register, confirming that this was a regular item on all Policy and Challenge Groups. He added that there had been no changes to individual risk ratings in the Register, however, there had been an update to Risk CRR25 as set out in the report.

SOC Rogers also referred to a multi-agency exercise which had been carried out in Luton earlier in the week, this being one of the regular system tests. He also confirmed that the Business Continuity testing arrangements were due at the end of the following month.

RESOLVED:

That the development of the Service's Corporate Risk Register in relation to Human Resources be noted and approved.

16-17/HR/027 Work Programme 2016/17

Members received the Work Programme for 2016/17.

ACO Evans advised of a suggested change to the Work Programme in order to balance out the number of items for meetings in June and September 2017. This would involve moving the items on 'Annual Report of Provision of External Training' and "Public Sector Equality Scheme Review" to the September 2017 meeting.

RESOLVED:

That the Work programme and the suggestions to move two items to the September 2017 meeting be agreed.

The meeting finished at 10.30 am.