

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE PERSONNEL AND TRAINING COMMITTEE TO BE HELD ON FRIDAY 4 DECEMBER 2009 AT 10.30 A.M. IN THE CONFERENCE ROOM, FIRE SERVICE HEADQUARTERS, BIRKENSHAW

AGENDA

1. Minutes of meeting held on 25 September 2009 (p 1)
2. Urgent items
3. Admission of the Public :

The Committee is asked to consider whether, by resolution, to exclude the public from the meeting during the items of business marked with an 'E' reference, because of the possibility of the disclosure of exempt information.

4. Declarations of interest

To consider any Declaration of Interest in relation to any item of business on the agenda.

Items for decision

5. Health and Safety Policy – revision (p 8)
6. Home Working policy (p 31)

Items for noting

7. Operational Resource Pool – update (p 47)
8. Personnel Activity report (p 51)

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE PERSONNEL AND TRAINING COMMITTEE HELD ON 4 DECEMBER 2009 AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW,

Present: Councillors D Hollingsworth (in the Chair); V Binney, P Booth (as substitute for Councillor D Firth), M Coulson, R Finnigan, D Gray, T Hardwick, N Ikram (agenda items 6 – 8 only, Min nos. 29 – 31 refer), M Jamil, A McKenna and D Ridgway

Apologies : Councillors S Armitage and D Firth

24 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Committee at a meeting held on 25 September 2009 be signed by the Chair as a correct record.

25 URGENT ITEMS

None.

26 EXCLUSION OF THE PUBLIC – SECTION 100A LOCAL GOVERNMENT ACT 1972

There were no items which required the exclusion of the public and press.

27 DISCLOSURES OF INTEREST

No disclosures of interest in any matter under consideration were made.

28 HEALTH AND SAFETY POLICY - REVISION

Consideration was given to a report of the Director of Human Resources which sought approval for revisions to the approved Health and Safety policy as follows;

- Amendment to reflect the current Chief Fire Officer
- Details of the re-structured Occupational Health and Safety Unit
- Change of Director of Operations responsibilities, and
- Amendments to the Authority's health and safety management system

Members discussed the issue of lone working and were further advised that the policy would be reviewed annually by the Head of Occupational Health and Safety to ensure currency.

RESOLVED

That approval be given to the revised Corporate Health and Safety policy.

29 HOME WORKING POLICY

The Director of Human Resources submitted a report which sought approval for the introduction of a Home Working policy to supplement the suite of flexible working policies.

Consideration was given to the proposed policy which covered the following pertinent aspects;

- Equipment provision
- Risk assessments
- Approval procedures
- Sickness reporting
- Security and confidentiality
- Health and safety

Members were advised that there were anticipated costs in the short term in respect of equipment and risk assessments which would have to be met from within existing resources but it was not anticipated that there would be a huge demand for approvals under the policy

RESOLVED

That approval be given to the Home Working Policy as detailed in an Appendix to the report now submitted.

30 OPERATIONAL RESOURCE POOL UPDATE

Members considered a report of the Director of Human Resources which advised of progress made following approval for the implementation of the Operational Resource Pool Model which was due to “go live” on 4 January 2010.

Members were advised that there had been initial potential concerns about the transfer of 124 station personnel. It was reported, however, that this had been successfully achieved with the assistance of the relevant Unions.

RESOLVED

That the report be noted.

31 PERSONNEL ACTIVITY REPORT

The Director of Human Resources submitted a report which advised of personnel activity up to the end of September 2009.

Members were concerned that best practice be shared consistently both internally and with other Brigades in respect of the reduction in sickness absence levels.

RESOLVED

That the report be noted.

Chair