

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY
MEETING OF THE PERSONNEL AND TRAINING COMMITTEE
HELD ON 2 JULY 2010
AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW,

Present: Councillors C Townsley (in the Chair); V Binney, A Castle (as substitute for Councillor P Booth), D Firth, T Hardwick, A Hussain, J Jarosz, A Manifold and B Smith

Apologies : Councillors P Booth, J Dodds, D Gray and R Pryke

1 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Committee at a meeting held on 26 March 2010 be signed by the Chair as a correct record.

2 URGENT ITEMS

None.

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

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

4 DISCLOSURES OF INTEREST

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

5 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS – POLICIES AND PROCEDURES

Consideration was given to a joint report of the Director of Human Resources and Director of Fire Safety and Community Relations which sought approval for the new Safeguarding Children and Vulnerable Adults Policy and Procedures.

Members were advised that the policy had been revised to reflect changes in both local practice and national safeguarding legislation and included a new section on vulnerable adults.

The policy would assist staff in advice on best practice when dealing with these sectors of the community.

RESOLVED

That the new Safeguarding Children and Vulnerable Adults Policy and procedures be approved for implementation.

6 EQUALITY AND DIVERSITY UPDATE

The Director of Human Resources submitted a report which provided an update on the work of the Equality and Diversity department including a detailed breakdown of the work being carried out as a result of the gap assessment undertaken in January 2010 when progress was analysed against Level 5 of the Equality Standard for Local Government with a view to attaining a level of “excellence”.

The focus of the work concentrated on service delivery and serving the local community.

RESOLVED

That the report be noted.

7 PERSONAL DEVELOPMENT REVIEW - REVIEW

Members considered a report of the Director of Human Resources which advised of the results of a review of the revised Personal Development Review system.

As a result of the in-depth review, the scheme now placed more focus on attitudes, behaviour and commitment and the fact that consistent high performance was expected rather than viewed as being a level “above expectation”.

RESOLVED

That the report be noted.

8 EQUALITY ACT 2010

Consideration was given to a report of the Director of Human Resources which informed Member of the impact for Employers of the Equality Act 2010 which was due to be enacted (in part or as a whole) on 1 October 2010.

RESOLVED

That the report be noted.

9 COMPLIMENTS AND COMPLAINTS – TRAINING AND DEVELOPMENT

Consideration was given to a report of the Director of Human Resources which advised Members of the complaints and compliments relating to Training and Development over the period 2009 / 10.

It was reported that, over the previous 12 months, ten compliments and one complaint had been recorded. The complaint referred to smoke emissions which affected an immediate neighbour. Members were advised that this issue had been addressed and that, whilst the training exercise using positive pressure fans would not be discontinued as it was a safety critical skill, it would be carried out during the winter months when members of the public were unlikely to be outside for extended periods of time.

RESOLVED

That the report be noted.

10 OPERATIONAL RESOURCE POOL – REVIEW

The Director of Human Resources submitted a report which updated members of the performance of the Operational Resource Pool model prior to a full evaluation due after six months in operation.

Members were advised that that the aim of the team to ensure full and appropriate staffing at all times had been reflected in the standard staffing figures which had improved from an average of 75% of all shifts to 100%. A 34% reduction in sickness figures had also been recorded.

RESOLVED

That the report be noted.

11 PERSONNEL ACTIVITY REPORT

Consideration was given to a report of the Director of Human Resources which advised of personnel activity to end March 2010.

It was reported that sickness figures had been driven down and, due to the financial climate, there had been a temporary suspension of retained recruitment. Recruitment to all other vacancies had also been suspended with the exception of those approved by Management Board.

RESOLVED

That the report be noted.

Chair