

# WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

## MEETING OF THE PERSONNEL AND TRAINING COMMITTEE TO BE HELD ON FRIDAY 5 FEBRUARY 2010 AT 10.30 A.M. IN THE CONFERENCE ROOM, FIRE SERVICE HEADQUARTERS, BIRKENSHAW

### AGENDA

1. Minutes of meeting held on 4 December 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. Communications Team re-structure (p 6)

6. Recruitment – update (p 12)

7. Phrasebook (p 15)

8. Day Crewing – close call policy (p 18)

#### Items for noting

9. Single Equality Scheme – action plan (p 26)

10. Stonewall index – 2010 results (p 44)

11. Firefighters' Pension scheme changes – consultation (p 47)

12. Personnel Activity report (p 62)



# **WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

## **MEETING OF THE PERSONNEL AND TRAINING COMMITTEE HELD ON 5 FEBRUARY 2010 AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW,**

Present: Councillors D Hollingsworth (in the Chair); S Armitage, V Binney, M Coulson, D Firth, T Hardwick, M Jamil, G Kirkland (as substitute for Councillor D Gray), A McKenna and D Ridgway

Apologies : Councillors D Gray, R Finnigan and N Ikram

### **32 MINUTES OF THE LAST MEETING**

#### **RESOLVED**

That the Minutes of the Committee at a meeting held on 4 December 2009 be signed by the Chair as a correct record.

### **33 URGENT ITEMS**

None.

### **34 EXCLUSION OF THE PUBLIC – SECTION 100A LOCAL GOVERNMENT ACT 1972**

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

### **35 DISCLOSURES OF INTEREST**

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

### **36 COMMUNICATIONS TEAM – RE-STRUCTURE**

Consideration was given to a report of the Director of Corporate Resources which sought approval for the restructure of the Communications Team to effectively meet service requirements within the West Yorkshire Fire and Rescue Service.

The requirements of the service had changed in recent months due to the introduction of airwave radios and mobile data terminals and it was reported that the provision of the Authority's telephone service required further resilience.

It was reported that, overall, the restructure of the communications team would result in an annual cost saving of £23,600.

## **RESOLVED**

That approval be given to the restructure of the Communications team as detailed in the report now submitted.

### **37 RECRUITMENT UPDATE**

The Director of Human Resources submitted a report which sought approval to suspend recruitment of Grey Book (uniformed) wholetime staff.

It was reported that long-term staffing predictions and the requirements of the Integrated Risk Management Plan (IRMP) indicated that it would be September or October 2010 before staffing numbers were below establishment level.

Members were advised that the newly established operational pool would ensure that any gaps in staffing levels could be filled more reliably than had previously been the case.

Retained personnel were still being recruited and a national campaign had been running in Bradford with a view to targeting younger teenagers which offered the Fire Service as a potential future career.

## **RESOLVED**

- (i) That approval be given to the suspension of recruitment of Grey Book (operational) wholetime staff; and
- (ii) That regular updates on staffing numbers be submitted to future meetings of this committee as appropriate.

### **38 PHRASEBOOK**

Members considered a report of the Director of Human Resources which advised of the use of a Fire and Rescue Service phrasebook at nine stations across the county.

The phrasebooks included help with fire related incidents in a choice of 42 languages and members were advised that discussions were ongoing with the publishers to also include a number of community safety issues in the booklet.

Feedback from the pilot stations had been very positive and, although it had yet to be used, the booklet was considered to be of great assistance in resolving communication problems within the community.

Members were advised that the cost of 62 phrasebooks would be £1,320 which could be met from within existing budgetary provision.

## **RESOLVED**

That the roll-out of the Phrasebook to all stations be supported.

### **39 DAY CREWING – CLOSE CALL POLICY**

Consideration was given to a report of the Director of Human Resources which sought approval for a Day Crewing (Close Call) policy.

Members were advised that the new policy would provide wholetime daytime cover and wholetime “on call” cover at night in those station areas where it was to be implemented. It was proposed that the policy be piloted at Normanton Fire Station. Day Crewing would involve turn-out times almost the same as those on wholetime stations (1 min 47 secs) and would require the Authority to provide suitable accommodation. At Normanton, the implementation of the new policy would mean a reduction in the number of wholetime posts from 24 to 13.

## **RESOLVED**

That approval be given to the introduction of the Day Crewing (Close Call) Policy.

### **40 SINGLE EQUALITY SCHEME – ACTION PLAN**

Members considered a report of the Director of Human Resources which set out the progress made in year one of the Single Equality Scheme Action Plan.

## **RESOLVED**

That the report be noted.

### **41 STONEWALL INDEX – 2010 RESULTS**

The Director of Human Resources reported that the Authority had improved its position from 39 to 25 in the 2010 Stonewall Top 100 Workplace Equality Index and was now the joint top fire and rescue service in Britain alongside London Fire and Emergency Planning Authority.

Members discussed the type of events and projects that the Service had become involved with and were concerned that momentum should be maintained in future years.

## **RESOLVED**

That the report be noted.

### **42 FIREFIGHTERS’ PENSION SCHEME CHANGES – CONSULTATION**

Consideration was given to a report of the Director of Human Resources which advised of the response submitted by officers to the consultation document FPSC 11/2009 – Pensionable Pay.

It was reported that the document covered such issues as;

- Continual Professional Development (CPD) payments
- Flexible duty system (FDS) pensionable pay
- Retained Duty system (RDS) pay

Members were advised that the implementation of the changes as proposed in the consultation document would serve to mitigate the anticipated increase in Authority expenditure on pensions.

## **RESOLVED**

That the response to the consultation document FPSC 11/2009 – Pensionable Pay, be noted.

## **43 PERSONNEL ACTIVITY REPORT**

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

Members were pleased to note that sickness absence had reduced by an average of 1.5 days per employee as compared with the same period the previous year. It was anticipated that the figures would reduce still further with the implementation of the new Operational Resource pool in January 2010.

## **RESOLVED**

That the report be noted.

Chair