

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE PERSONNEL AND TRAINING COMMITTEE TO BE HELD ON FRIDAY 25 SEPTEMBER 2009 AT 10.30 A.M. IN THE CONFERENCE ROOM, FIRE SERVICE HEADQUARTERS, BIRKENSHAW

AGENDA

1. Minutes of meeting held on 10 July 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. Maternity provisions (p 6)

6. Equality Bill consultation (p 11)

7. Equality Standards for Local Government Level 5 assessment (p 18)

8. Revitalising Health and Safety (p 20)

9. Operational Resource Pool (p 35)

10. Retained Duty System - Review (p 69)

11. IRMP Manager post (p 87)

Items for noting

12. Equality and Diversity activity report (p 95)

13. Personnel Activity report (p 126)

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE PERSONNEL AND TRAINING COMMITTEE HELD ON 25 SEPTEMBER 2009 AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW,

Present: Councillors D Hollingsworth (in the Chair); S Armitage, V Binney, A Castle, M Coulson, D Gray, T Hardwick, N Ikram (agenda items 9 – 13 only, Min nos. 19 – 23 refer), M Jamil, A McKenna and D Ridgway

Apologies : Councillor R Finnigan

11 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Committee at a meeting held on 10 July 2009 be signed by the Chair as a correct record.

12 URGENT ITEMS

None.

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

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

14 DISCLOSURES OF INTEREST

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

15 MATERNITY PROVISIONS

Consideration was given to a report of the Director of Human Resources which sought approval for the enhancement of maternity provisions for all staff.

It was reported that a number of other Fire Authorities offered a higher level of payment to employees than had been the case in West Yorkshire. It was recommended that the amount payable to West Yorkshire Fire and Rescue staff (green and grey book employees) would be raised to the level paid by both Humberside FRS and Merseyside FRS.

Members were advised that the cost of the recommendations would be approximately £43,800 (based on an average of six applications per year). The additional expenditure could be met from within existing budgetary provision.

RESOLVED

That the maternity pay provisions be increased with effect from 25 September 2009 as follows;

6 weeks @ 90% salary

33 weeks @ 50% salary plus Statutory Maternity Pay (SMP)

13 weeks unpaid

16 EQUALITY BILL CONSULTATION

The Director of Human Resources submitted a report which sought approval for the proposed response to the Equality Bill : Making it Work consultation.

Members were advised that the Bill had been developed to ensure that everyone had the right to be treated fairly and have the opportunity to fulfil their potential.

RESOLVED

That approval be given to the proposed consultation response to the Equality Bill : Making it Work consultation as detailed in at Appendix A to the report now submitted.

17 EQUALITY STANDARDS FOR LOCAL GOVERNMENT LEVEL 5 : ASSESSMENT

Members considered a report of the Director of Human Resources which advised of a proposed assessment against Level 5 of the Equality Standard for Local Government (ESLG) working in partnership with London Fire Brigade and a consultant from the Improvement and Development Agency (IDeA).

It was reported that the Authority had achieved ESLG level 3 in February 2008, and self-assessed level 4 in December 2008. ESLG had been replaced in April 2009 by the new Equality Framework and West Yorkshire Fire and Rescue was currently deemed as "Working Towards" the excellence level of the Framework.

Members were advised that it was proposed that informal arrangements be put in place for partnership working with London Fire Brigade and the IDeA with a view to assessing against Level 5 of the ESLG. The assessment would allow the Authority to address any particular concerns prior to the formal assessment processes.

The IDeA consultant's fees, including travel and overnight accommodation, would be met from within existing Human Resources budgetary provision.

RESOLVED

That approval be given to participation in the informal assessment against level 5 of the Equality Standard for Local Government in November / December 2009.

18 REVITALISING HEALTH AND SAFETY - PROGRESS

The Director of Human Resources submitted a report which updated Members of the progress made against the Revitalising Health and Safety national targets and which sought approval for the recommended measures.

Members were advised that, based on the latest 2008 statistics, the Authority had been performing well against the original targets set by the (former) DETR (Department for Environment, Transport and Regions) in 2000 as follows;

- Reduction in number of working days lost due to work-related injury and ill-health (target - 30% by 2010) *2008 - 52%*
- Reduction in incidence rate of cases of work-related ill health (target - 20% by 2010) *2008 - 44%*
- Reduction in number of fatal and major injury accidents (target - 10% by 2010) *2008 No change*

RESOLVED

- (i) That the report be noted; and
- (ii) That approval be given to the recommended actions.

19 OPERATIONAL RESOURCE POOL

Members considered a report of the Director of Human Resources which informed of the proposed new duty system for West Yorkshire Fire and Rescue Service.

It was reported that the proposals would achieve a reduction of 64 posts on the establishment whilst ensuring standard staffing levels 100% of the time.

Members were advised that the proposals formed part of the Integrated Risk Management 2009 – 2012 action plan. In addition to managing resources, the Operational Pool would also provide a central sickness reporting point, details of a proposed sickness procedure were attached as an annex to the report now submitted.

The proposals would, over time, produce savings of £1.7m, a large portion of which would be available for re-investment into the service.

RESOLVED

- (i) That approval be given to the implementation of the Operational Resource Pool Model with effect from 4 January 2010; and
- (ii) That the revised sickness reporting procedure be approved and implemented with effect from 4 January 2010.

20 RETAINED DUTY SYSTEM – REVIEW

Consideration was given to a report of the Director of Operations which advised of the outcomes of a fundamental review of the roles, expectations and capabilities of the Retained Duty System (RDS) personnel.

It was reported that the fourteen retained stations represented 23% of the Brigade's resources and, whilst RDS had provided a cost-effective and quality service, a number of risks had been identified which related to the following specific areas;

- Weekly training requirements
- Strategic line management
- Limited resources for risk reduction activity
- Administration / non-operational requirements

Members commented on the excellent service provided by RDS personnel and suggested that there would be value in Members working more closely with these stations and their local communities in terms of targeting RDS recruitment and retention.

RESOLVED

- (i) That Retained Duty System (RDS) weekly training be increased from three to four hours;
- (ii) That a post of Retained Support Manager (Group Manager level) be established with dedicated responsibility for the Retained Duty System, providing effective command, leadership and management of the vital part of West Yorkshire Fire and Rescue Service activity;
- (iii) That limited wholetime resources, in the form of Local Retained Support Officers (Crew Manager level), be appointed to each RDS fire station to undertake risk reduction activity, provide managerial support and address crewing shortages;
- (iv) That a limit of two hours per week per RDS station establishment figure be placed on general / administrative tasks for each fire station for non-operational work;
- (v) An additional provision of £66,000 be held centrally to meet specific needs including additional training requirements eg major exercises, recruitment campaigns, community safety and other activities; and
- (vi) That an evaluation be undertaken at nine months and eighteen months from implementation and reported back to Members.

21 INTEGRATED RISK MANAGEMENT PLAN (IRMP) – MANAGER POST

The Deputy Chief Fire Officer submitted a report requesting approval for the employment of an Integrated Risk Programme Manager on an initial three-year fixed term basis, working 20 hours per week.

It was reported that the postholder would oversee, coordinate, manage and develop the IRMP process. The appointment would release Area Manager resources within the Operations directorate and would cost £30,000 in a full year. Members were advised that this could be financed out of the savings generated from the duty system review.

RESOLVED

That approval be given to the employment of an Integrated Risk Management Programme Manager on the terms detailed in the report now submitted.

22 EQUALITY AND DIVERSITY ACTIVITY REPORT

Members considered a report of the Director of Human Resources which introduced the first report on the positive action work undertaken in respect of equality and diversity.

The report included a detailed breakdown of the work being carried out to increase the recruitment, progression and retention of women and BME (black and minority ethnic) employees.

Members were pleased with the progress to date and commented on the potential role of elected members in working with the community and engaging the public in the work of the fire service.

RESOLVED

That the report be noted.

23 PERSONNEL ACTIVITY REPORT

The Director of Human Resources submitted a report which advised of personnel activity up to 30 June 2009.

RESOLVED

That the report be noted.

Chair

