

# **WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

## **MEETING OF THE PERSONNEL AND TRAINING COMMITTEE HELD ON 8 APRIL 2011 AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW,**

Present: Councillors C Townsley (in the Chair); M Akhtar , T Austin, V Binney, P Booth, D Firth, A Hussain, J Jarosz, A Manifold, R Pryke, D Ridgway (as substitute for Councillor D Gray) and B Smith

Apologies: Councillor D Gray

### **40 MINUTES OF THE LAST MEETING**

#### **RESOLVED**

That the Minutes of the Committee at a meeting held on 28 January 2011 be signed by the Chair as a correct record.

### **41 URGENT ITEMS**

None.

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

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

### **43 DISCLOSURES OF INTEREST**

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

### **44 RISK ASSESSMENT POLICY**

Consideration was given to a report of the Director of Human Resources which sought approval of the revised Risk Assessment Policy as part of the Authority's Health and Safety management system.

The existing Policy, dated 2001, had been revised and updated and included arrangements in place to identify, assess and manage Health and Safety risks.

## **RESOLVED**

That approval be given to the revised Risk Assessment Policy as detailed within the report now submitted.

### **45 ADDITIONAL MATERNITY SUPPORT / PATERNITY LEAVE POLICY**

The Director of Human Resources submitted a report which informed Members of the new requirements under relevant Employment legislation which came into effect on 3 April 2011.

## **RESOLVED**

That the Additional Maternity Support / Paternity Leave policy be approved as detailed in the report now submitted.

### **46 DAY CREWING (CLOSE CALL)**

Consideration was given to a report of the Director of Human Resources which informed Members of the benefits of the Day Crewed (Close Call) system and which sought approval for an amended Day Crewing (Close Call) policy.

Members were advised that, in the light of the first 12 months' experience of the Day Crewing (Close Call) system, it was proposed that the policy be amended to reflect the following;

- Establishment set at 12.5
- Reduction in overtime payments for the on-call element of the contract
- Reaffirmation of requirements and commitments regarding absence and attendance

It was reported that a separate housing agreement was currently being developed for officers operating the Day Crewed (Close Call) policy.

The changes would lead to total revenue savings of £295,000 whilst capital costs for the purchase and conversion of accommodation would be approximately £200,000 – 300,000. Annual running costs were anticipated to be in the region of £5,000 which would be partly offset by savings on the costs relating to the wholetime station.

## **RESOLVED**

That approval be given to the amendment of the Day Crewing (Close Call) Policy as detailed in the report as the basis for a 12-month test.

## **47 EQUALITY AND DIVERSITY REPORTING**

Members were advised of the reporting process for equality and diversity progress which would ensure compliance with the Public Sector Equality Duty and the maintenance of the “Excellent” level of the Equality Framework.

### **RESOLVED**

- (i) That the report be noted; and
- (ii) That the revised storyboard reporting format be approved for use at future meetings of the committee.

## **48 SIKH COMMUNITY SERVICE DELIVERY GUIDANCE**

The Director of Human Resources submitted a report which updated Members on work with the Sikh Community.

The Community had welcomed the positive and proactive approach taken by West Yorkshire Fire and Rescue Service and had worked in close partnership producing a set of guidance about safety in Gurdwaras which would be distributed nationally through its own networks.

### **RESOLVED**

That the report be noted.

## **49 RETAINED DUTY SYSTEM REVIEW**

Members considered a report of the Director of Operations which informed Members of the completion of the Retained Duty System (RDS) review approved as part of the Integrated Risk Management Plan (IRMP) proposals in December 2009.

An initial nine-month evaluation report had been submitted to the September 2010 meeting of this Committee and Members were now advised of the latest evaluations made in respect of the following;

- Increase in RDS weekly training time from 3 to 4 hours
- Establishment of Retained Support Manager (RSM) post
- Appointment of wholetime Local Retained Support Officers (LRSO's) to each RDS station
- Limit of 24 hours per week on general and administrative tasks for each RDS station

The cost of the successful implementation of the recommendations had been less than had originally been projected and had resulted in greater availability of RDS appliances.

## **RESOLVED**

That the report be noted.

## **50 OUTCOME OF PART-TIME WORKERS TRIBUNAL CASES**

The Director of Human Resources submitted a report which advised members of the settlement of the Fire Brigades Union (FBU) Employment Tribunal test cases regarding Part-Time Workers (Prevention of Less Favourable treatment) Regulations and of subsequent change to the Grey Book.

In summary, the judgement of the Tribunal was that Retained Duty personnel were engaged in broadly similar work as their wholetime comparators although they had enjoyed reduced rights in terms of access to pensions, payment for sickness absence and other relevant issues.

Members were advised that it was anticipated that a negotiated settlement would be reached by 1 May 2011 and that the payment of compensation to affected individuals would be likely. £120,000 had been provided within the 2011 / 12 West Yorkshire Fire and Rescue Authority accounts as the maximum cost relating to the Authority's liability for the application of the Part-time Workers (Prevention of Less Favourable Treatment) regulations. Subsequent amendments to the grey book would remove the risk of further claims.

## **RESOLVED**

That the report be noted.

## **51 ROYAL WEDDING BANK HOLIDAY**

Members considered a report of the Director of Human Resources which set out the decision of the National Employers regarding the arrangements for working for Fire and Rescue Grey Book staff on 29 April 2011.

It was reported that 29 April 2011 would not be classed as a Public Holiday for the purposes of operational Grey Book staff and payments would be made accordingly. It was anticipated that the cost to the Authority in overtime payments would be £74,000 which would be met from within contingencies.

## **RESOLVED**

That the report be noted.

Chair