



# Minutes

## Human Resources Committee

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Date: 23 January 2015

Time: 10.30 am

Venue: West Yorkshire Fire and Rescue Service Headquarters, Birkenshaw

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Present: Councillor G Thornton (in the chair), K Akthar, C Burke, J Dodds (as substitute for Councillor B Smith), R Grahame, T Hanley, P Harrand, A Hussain, M Shaw, A Taylor and G Wilkinson

In Attendance: None

Apologies: Councillors M Shaw and B Smith

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### **26 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the Committee at a meeting held on 14 November 2014 be signed by the Chair as a correct record.

### **27 Urgent items**

None.

### **28 Admission of the public**

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

### **29 Declarations of interest**

No declarations of disclosable pecuniary interest were made in any matter under consideration at the meeting.

### **30 Human Resources Activity Report**

The Director of Service Support submitted a report which informed Members of changes to the establishment and strength of the West Yorkshire Fire and Rescue Service over a period of four years and which detailed specific establishment changes since the date of the last report.

#### **RESOLVED**

- a) That the report be noted; and
- b) That the amendment to the establishment be approved.

### **31 Firefighter Pension Scheme Local Pension Board – Establishment and Constitution**

Consideration was given to a report of the Director of Service Support which presented a number of options with regard to the constitution of the Local Pension Board to be established as required by the Firefighter Pension Scheme Regulations together with detail of the proposed Terms of Reference.

Members were reminded that the Board was to be established before 1 April 2015 and it would be responsible for providing assistance to the Scheme Manager (West Yorkshire Fire and Rescue Service) with the administration of the relevant Pension Schemes.

Members raised the following issues;

- Remuneration and potential difficulties in recruitment of an independent chair as appropriate
- Training
- Advantages / disadvantages of having a Principal Officer as a voting member of the Board
- Level of budget required by the Board

#### **RESOLVED**

- a) That a recommendation be made to the Full Authority to formally establish the Local Pension Board on the following basis;  
  
2 x employee representatives  
2 x employer representatives (1 x non-Service Support Principal Officer / Area Manager and 1 x elected Member)  
Officer Adviser (s) as (non-voting Member(s))
- b) That the constitution at a) above be reviewed after 12 months' operation;
- c) That the report to the Full Authority include detail of an indicative budget for the Local Pension Board;

and;

- d) That the Terms of Reference attached to the report now submitted, as amended in respect of the decision at a) above, be recommended for approval by the Full Authority and incorporation into the Authority's Constitution document.

### **32 Data Transparency – organisation chart, time-off for Trade Union duties and senior salaries**

Members considered a report of the Director of Service Support which advised of the publication of relevant information as required by the Local Government Transparency Code 2014.

The material published within the remit of the Human Resources Committee were;

- Organisational chart
- Trade union facility time
- Senior salaries

All the information could be accessed on the corporate website and would be updated as appropriate.

#### **RESOLVED**

That the report be noted.

### **33 Firefighter Fitness – Addendum to the Fire and Rescue National Framework for England**

The Director of Service Support submitted a report which advised of the Department of Communities and Local Government's response and approved addendum to the Fire and Rescue National Framework for England document in relation to firefighter fitness.

It was reported that the approved changes had been made following a period of consultation but that it was not yet clear what financial impact this would have on the Authority as no indication had been received with regard to the calculation of early Authority-initiated retirements. Clarity was also being sought from Department of Communities and Local Government with regard to the "Authority's discretion" It was further noted that it was unlikely that there would be a large number of personnel falling into this category due to the level and frequency of fitness monitoring in the Brigade.

With regard to the financial implications associated with Authority-initiated early retirements, it was reported that this would be approximately £25,000 for each ill-health retirement and not as detailed at paragraph 3.2 of the report now submitted.

Members were advised that all relevant policies and procedures would be amended to take account of the changes within the Addendum to the National Framework document.

#### **RESOLVED**

That the report be noted.

### **34 Firefit update – impact on Fitness at Work Policy**

Members received a report of the Director of Service Support which advised of the recommendations from the Firefit Group and the associated implications for the Authority's Fitness at Work policy which was currently being revised to reflect any required changes.

#### **RESOLVED**

That the report be noted.

## **35 Women in the Fire Service – update**

### **RESOLVED**

That the item be deferred from this agenda and be reported to the March 2015 meeting of this Committee.

Chair