



Minutes

Human Resources Committee

Date: 05 August 2022

Time: 10:30

Venue: FSHQ

Present: Cllr F Shaheen (in the chair), Cllrs C Anderson, P Harrand, Z Hussain, C Keith, D Kirton, M Midgley, N Mohammed, M Pollard (as sub for D Hall), K Renshaw (as sub for M Pervaiz) and R Wood

In Attendance: [Click here to enter text.](#)

Apologies: Cllrs D Hall and M Pervaiz

1 Minutes of meeting held on 25 March 2022

RESOLVED

That the Minutes of the last meeting held on 25 March 2022 be signed by the Chair as a correct record.

Further to minute 39, It was confirmed that Pay and Grading reviews had all been completed and would be implemented from 1 September 2022.

2 Matters arising

3 Urgent items

There were no urgent items.

4 Admission of the public

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

5 Declarations of interest

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

6 Procurement Officer Additional Post

Members considered a report of the Chief Finance and Procurement Officer requesting the approval of an additional role in the Procurement Team.

It was confirmed that the role was full-time on the establishment and would focus predominantly on areas of ICT procurement. As such, the postholder would require the necessary skill set for this area of procurement.

RESOLVED

That the Committee approve an increase in establishment of a third procurement officer.

7 Equality Data Monitoring Report

The Chief Employment Services Officer submitted a report advising members of the latest workforce equality data, which was produced annually to fulfil obligations under the Public Sector Equality Duty.

Members congratulated staff on an excellent report which showed a steady rise in all categories (sexuality, disability and religion) and sought in particular reassurance in regard to the collation of BAME demographics by local authority area, which it was confirmed was readily available. Officers outlined the many and varied initiatives undertaken to promote a career within the fire service, particularly from under-represented groups and the support afforded to staff in recognising talent and supporting career progression. In respect of the organisation's grievance policy, it was confirmed this was monitored closely in terms of any emerging trends, which was not an issue currently. It was confirmed that of the fourteen employees identified as senior managers within the organisation, seven were female.

Members further congratulated staff on the excellent work taking place in raising awareness and understanding of the Menopause.

RESOLVED

That the report be noted.

8 Accident Analysis Annual Report

The Chief Employment Services Officer submitted a report which provided analysis of all reported accidents for the period April 2021 – March 2022.

Members were pleased to note that the long-term downward trend for accidents has continued throughout 2021/22, however noted that severity appears to have increased. Members were assured this will continue to be monitored by the H&S team and the H&S Committee.

Members congratulated officers on the presentation and layout of the report which was most helpful in scrutinising the data and sought further clarification on regard to the BA Training Dept. It was confirmed an action plan was in place with a series of recommendations, all of which would be considered before training re-commenced post

FSHQ redevelopment.

RESOLVED

That the report be noted.

9 Human Resources Activity Report

The Chief Employment Services Officer submitted a report which advised Members of the key HR metrics for the reporting period 1 Jan – 31 Mar 2022, including establishment strength, sickness absence data (12 months) and high-level discipline and grievance figures.

The report requested Members approve a change to the establishment to allow the driver instructor on a temporary fixed term contract to be offered a full-time permanent role.

Members were provided with a supplementary report giving Sickness Absence Data up to 1 August 2022.

Members requested that some analysis take place regarding the correlation of age and sickness in order to determine what, if any, additional support might be provided.

RESOLVED

- a) That the report be noted.
- b) That the increase in establishment by 1wte is approved

10 Minutes of the Yorkshire and Humberside Employers' Association

RESOLVED

That the Minutes of the Yorkshire and Humber Employers' Association meeting held on 5 April 2022 be noted.

Chair