

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY HUMAN
RESOURCES COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 26 January 2017**

The Chairman announced that the press and members of the public were permitted to film and broadcast the meeting. Those remaining at the meeting were consenting to being filmed and recorded, and to the possible use of those images and recording for broadcasting purposes.

PRESENT:

Councillors:

p	Ann Briggs	p	Jonathan Glen
p	Roz Chadd	a	Andy Moore
p	Hannah Coombs	p	John Wall
p	Mark Cooper	a	Matthew Winnington
p	Liz Fairhurst		

157. APOLOGIES

Apologies were received from Councillors Moore and Winnington.

158. DISCLOSURES OF INTEREST

Members were mindful of their duty to disclose at the meeting any disclosable pecuniary interest they had in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, and their ability to disclose any other personal interests in any such matter that they might have wished to disclose.

There were no declarations of interest received for the meeting.

159. MINUTES AND MATTERS ARISING

The Minutes from the meeting on the 22 November 2016 were agreed to be correct and signed by the Chairman.

160. DEPUTATIONS

There were no deputations received for the meeting.

161. CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated the Committee on the success of the HFRS People Workshop held on 29 November 2016, noting that 107 employees attended and that feedback collected at the event was overwhelmingly positive.

162. THOMAS REVIEW PUBLICATION – RECOMMENDATIONS, ACTIVITY STATUS UPDATE AND COMMENTARY

The Committee received a report from the Chief Fire Officer and the Director of Human Resources regarding the Thomas Review Publication (Item 6 in the Minute Book).

The background to the review was set out and the Committee heard that HFRA was well placed with regards its recommendations, which fitted with the approach of the People Strategy.

It was noted that there was no register of employees with additional employment and confirmed that a policy to avoid conflict of interest was in place. This would be reviewed to ensure consistency and adherence to working time directives, although a full register may not be the best solution. It was confirmed that there was no evidence that additional employment caused any increase in sickness or inability to work.

Other elements of the report were discussed, in particular the role of development programmes within the Service. The extent of bullying within the workforce was questioned and it was confirmed that there was no indication of there being an issue in Hampshire. However it was acknowledged that more could possibly be done to fully generate a culture of trust and respect between different roles.

RESOLVED:

That the contents of the report and attached Thomas recommendations, activity status update and commentary matrix are noted.

163. PUBLISHING EQUALITY INFORMATION

The Committee received a report from the Chief Fire Officer regarding the publication of HFRS equality information (Item 7 in the Minute Book).

The background to the requirement to publish equalities information and the nature of the updates required were presented to the Committee. The information at appendix 1 was highlighted and Members discussed a number of the key statistics. It was noted in particular that Hampshire was below the national average in terms of ethnic diversity and gender balance, although the level of ethnic diversity was more reflective of the Hampshire population. Opportunities to improve the situation were discussed with reference to the outcomes and experience of a recent recruitment exercise. Strategies for identifying and developing future potential leaders of the Fire Service were also discussed.

RESOLVED:

That the HR Committee:

- a. Approves the publication of the information at Appendix 1 to refresh the publication on HFRS' website in order to meet the duty to publish information under the Equality Act 2010.
- b. Supports the review of equality information to identify what additional equality information could be published.
- c. Supports the development of future equality objectives underpinned by an equality action plan.

164. ANALYSIS OF SICKNESS DATA

The Committee received a report from the Director of Human Resources regarding absence data (Item 8 in the Minute Book).

The report and the data within it was presented to the Committee, with specific comparison to previous reporting periods and national data. It was noted that muscular-skeletal conditions continued to be the primary reason for absence. However the high rate of non-disclosure of a reason for absence was highlighted as a priority concern and it was confirmed that support was being offered to managers to control rates of frequent, short term absenteeism. It was agreed to monitor for any particular spikes in absence and that future reviews would provide evidence as to whether the flexible crewing patterns reduce absence rates.

The concept and purpose of the proposed attendance management group was set out and supported by the Committee.

RESOLVED:

That the HR Committee:

- a. Receives and notes the report.
- b. Supports the development of an Attendance Management Group to identify and drive opportunities to improve absence management and reduce absence rates across the Service.

165. HFRS PAY POLICY STATEMENT (2017/2018)

The Committee received a report from the Director of Human Resources setting out the HFRS Pay Policy Statement for 2017/2018. (Item 9 in the Minute Book).

The Committee heard that it was a statutory requirement for the Authority to agree and publish a Pay Policy Statement on an annual basis. It was confirmed that there were only minor changes in the proposed Statement from the previous edition as there had been no significant changes made to the pay or conditions of service in the past 12 months.

RESOLVED:

That the HR Committee **RECOMMENDS** to the Hampshire Fire and Rescue Authority (HFRA) that the Pay Policy Statement be approved.

166. ESTABLISHMENT REPORT

The Committee received a report from the Director of Human Resources regarding the authorised and actual establishment, as of 31 October 2016. (Item 10 in the Minute Book).

Key establishment data was outlined to the Committee, in particular a drop in the number of temporary promotions was highlighted, although it was confirmed that a good number would remain where they were the most appropriate mechanism for staffing Service redesign.

RESOLVED:

That HR Committee:

- a. Endorse the position against the establishment contained within the report made under the Chief Officer's delegated powers.
- b. Recognise the limited changes in headline figures over a single quarter and agree to receive bi-annual updates in the future.