



**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE held on Wednesday, 31 October 2018 at Leadership Team Conference Room - Fire Service, Clemonds Hey at 12.00 pm**

**PRESENT:** Councillors S Nelson, D Flude, E Johnson, G Merry, S Parker and M Tarr

**1 PROCEDURAL MATTERS**

**A Recording of Meeting**

Members were reminded that this meeting will be audio-recorded.

**B Apologies for Absence**

Apologies for absence were received from Councillor B Rudd.

**C Declaration of Members' Interests**

There were no declarations of interest.

**D Minutes of the last meeting of the Staffing Committee**

**RESOLVED That:**

**The minutes of the Staffing Committee held on 17<sup>th</sup> September 2018 be confirmed as a correct record.**

**2 WORKFORCE PLANNING UPDATE**

Consideration was given to a report from the Head of Service Delivery which provided an update which identified predicted operational establishment levels up to 2024-25. The report also contained recommendations in respect of mitigating potential medium term shortfall in staffing levels.

Andy Royle, Group Manager - Emergency Response Programme and Ursula Jones, Business Partner – Joint Police and Fire Corporate Services were in attendance and gave a presentation which detailed the Routine Establishment Activity and Workforce Planning Processes.

A Member commented that recently a number of operational staff had recently left the Service to join other fire and rescue services as part of an Inter-Service Transfer application process and asked how Cheshire could retain trained staff moving

forward. In response, the Chief Fire Officer and Chief Executive advised that the main reason for staff transferring was to move to a service closer to their home. However, the Service was losing trained and experienced staff. To reduce this risk the Service may consider introducing a staff retention policy following further discussions with officers and Members.

The Committee welcomed the report and requested that a Work Force Planning Update was submitted to the Staffing Committee on an annual basis.

**RESOLVED That:**

- [1] The Workforce Planning Update be noted.**
- [2] The recommendations contained in paragraphs 10 to 13.3 of the report be approved.**
- [3] That an update on Workforce Planning be submitted to the Staffing Committee on an annual basis.**

**3 PEOPLE STRATEGY UPDATE 2019-2022**

Consideration was given to a report from the Director of Transformation which sought approval of the draft People Strategy for 2019-2022 for wider consultation with staff groups.

The Strategy had been established to take into account a number of national and local level developments and provided a strategic approach to improve the culture of the Service through its people practices and processes.

The draft Strategy contained key underpinning principles. The challenges and objectives were structured to mirror the established 'Steps' framework, which assigned priorities and objectives into the three key stages of employment; Step In, Step Forward and Step Up. The Strategy then concluded by outlining governance and delivery measures.

The Director of Transformation reported that following wider consultation with staff groups the document would be submitted to Members for formal approval.

**RESOLVED That:**

- [1] The draft People Strategy for 2019-22, as detailed at Appendix A of the report, be approved for wider consultation with staff groups.**
- [2] The People Strategy for 2019-22 be submitted to Members for formal approval following consultation and development.**

**4 STAFF SURVEY CORPORATE ACTION PLAN UPDATE**

Consideration was given to a report from the Director of Transformation which

provided an update on progress against the corporate action plan developed to address the outcomes of the 2017 Staff Engagement Survey.

Members were advised that following the 2017 Staff Engagement Survey, officers had undertaken an exercise to solicit feedback from across the organisation to determine if the results mirrored the experiences of the staff and to inform the development of an action plan aimed at dealing with key issues. This resulted in the development of both local action plans and a corporate action plan to address the findings of the Staff Engagement Survey.

Progress against the corporate action plan was monitored regularly at meetings of the Staff Engagement Group and it was agreed that progress against the corporate action plan would also be reported to Staffing Committee on a six-monthly basis.

The Director of Transformation and Members had a discussion on each of the key themes, namely, recognition and feeling valued; management accessibility and visibility; communication and change; and common sense principles.

**RESOLVED That:**

**[1] The Staff Survey Corporate Action Plan Update is noted.**

**5 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED That:**

**That under Section 100(A) (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the items of business listed below on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12 A to the Act in the paragraphs indicated:**

**Item 6: Disciplinary and Grievance Update**

**Paragraph(s)**

**(1) Information relating to any individual.**

**(2) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees and employees of, or office holders under, the authority.**

**6 DISCIPLINARY AND GRIEVANCE UPDATE**

The Director of Transformation was in attendance and provided an update on current disciplinary and grievance activity.

**RESOLVED That:**

**[1] The update be noted.**