



**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE held on Monday, 16 November 2020 at 3.00pm - Remote Meeting - Via Skype**

**PRESENT:** Councillors Bob Rudd (Chair), Stef Nelson, Michael Beanland, Mike Biggin, Karen Mundry, Stuart Parker and Peter Wheeler

**1 PROCEDURAL MATTERS**

**A Recording of Meeting**

The meeting was held using Skype and in accordance with the Remote Meeting Rules. The Director of Governance and Commissioning confirmed how participants were connected to the meeting and how it would be broadcast. He also mentioned how the meeting would be monitored throughout.

**B Apologies for Absence**

There were no apologies for absence.

**C Declaration of Members' Interests**

There were no declarations of Members' interest.

**D Minutes of the Staffing Committee**

**RESOLVED:**

**That the minutes of the Staffing Committee held on 15<sup>th</sup> January 2020 be confirmed as a correct record.**

**2 PRESENTATION ON THE PEOPLE STRATEGY**

The Director of Transformation delivered a presentation which provided an update about developments associated with the People Strategy 2019-22 (the Strategy).

Members were informed that the Strategy was predicated on the 'Steps Framework' which consisted of three main elements: Step In; Step Forward; Step Up. An overview was provided in respect of each of the elements, confirming activities carried out to-date and future intentions.

**RESOLVED: That**

**[1] the People Strategy update be noted.**

### **3 PRESENTATION ON THE COVID-19 STAFF SURVEY ACTION PLAN**

The Policy and Transformation Officer delivered a presentation which provided an overview of activities captured in the Covid-19 Staff Survey Action Plan. It focused on: key aspects of staff feedback and how issues could be addressed through engagement with staff.

**RESOLVED: That**

**[1] the presentation concerned with the Covid-19 Staff Survey Action Plan be noted.**

### **4 LOCAL GOVERNMENT PENSION SCHEME DISCRETION POLICY**

Consideration was given to a report of the Director of Transformation which sought approval of a revised Local Government Pension Scheme Discretion Policy.

Members were advised that the main changes involved the introduction of wording allowing extenuating circumstances to be considered, as well as acknowledging that there might be situations where discretion might be appropriately exercised if there was a financial or organisational benefit to the Service. The policy had also been updated to reflect that fact that all discretions would require the approval of the Chief Fire Officer and Chief Executive, the Treasurer and the Pension Scheme Manager.

**RESOLVED: That**

**[1] the Local Government Pension Scheme Discretions Policy be approved.**

### **5 WORKFORCE PLANNING UPDATE**

Consideration was given to a report of the Head of Service Delivery which provided an update in respect of the current and predicted operational establishment levels for the remainder of the financial year 2020-21 and predicted operational establish levels for 2021-22.

**RESOLVED: That**

**[1] the Workforce Planning update be noted; and**

**[2] the recommendations contained in paragraphs 14, 15 and 16 be approved.**

### **6 DISCIPLINE AND GRIEVANCE UPDATE**

Consideration was given to a report of the Director of Transformation which provided an update on discipline cases, grievances, dignity at work complaints and Performance/Capability procedures within the Service.

**RESOLVED: That**

[1] the Discipline and Grievance update be noted.

## 7 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 12A to the Act in the paragraphs indicated:**

### **Item 8 – Service Management Team Review**

#### **Paragraphs**

[1] Information relating to any individual

[3] Information relating to the financial or business affairs of any particular person (including the authority holding that information

## 8 SERVICE MANAGEMENT TEAM REVIEW

Mr Steve Mason from RealWorldHR Limited gave a presentation on the Service Management Team Review.

The review was commissioned by the Chief Fire Officer and Chief Executive and was intended to determine whether the current Service Management Team structure was fit for purpose and sustainable. The initial findings from the review had been considered by the Chief Fire Officer and Chief Executive and he asked RealWorldHR Limited to make a presentation to the Committee.

**RESOLVED: That**

[1] the contents of the presentation be noted; and

[2] the recommendations by RealWorldHR be supported; and

[3] a report be prepared for the Fire Authority dealing with the outcomes of the review and the recommendations in relation to the Service Management Team.