



**Thursday,
13 July 2023
9.15 am**

**Meeting of
Staffing Committee
Clemonds Hey
Winsford
CW7 2UA**

Contact Officer:
Donna Linton
Democratic Services

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Cheshire Fire Authority

Notes for Members of the Public

Attendance at Meetings

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Access to Information

Copies of the Agenda will be available at the meeting. A copy can also be obtained from the contact officer named on the front of the Agenda. Alternatively, the Agenda and individual reports are available on the Authority's website (www.cheshirefire.gov.uk)

The Agenda is usually divided into two parts. Most business is dealt with in the first part which is open to the public. On some occasions some business may need to be considered in the second part of the agenda, in private session. There are limited reasons which allow this to take place, e.g. as confidential information is being considered about an individual, or commercial information is being discussed.

This agenda is available in large print, Braille, audio CD or in community languages upon request by contacting; Telephone: 01606868414 or email: equalities@cheshirefire.gov.uk

Recording of Meetings

The Authority audio records its meetings. Please contact Democratic Services for a copy of the recording via DemocraticServices@cheshirefire.gov.uk. The recordings are not kept indefinitely.

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MEETING OF THE STAFFING COMMITTEE

THURSDAY, 13 JULY 2023

Time : 9.15 am

Fire Conference Room - Fire Service HQ, Clemonds Hey, Winsford, Cheshire, CW7 2UA

AGENDA

Part 1 - Business to be discussed in public

1 PROCEDURAL MATTERS

1A Apologies for Absence

1B Declaration of Members' Interests

Members are reminded to disclose any interests that are relevant to any item on the agenda.

1C Minutes of the Staffing Committee

(Pages 5 - 8)

To approve the minutes of the Staffing Committee held on 9th November 2022.

2 Exclusion of Press and Public

(Pages 9 - 10)

Part 2 - Business to be discussed in Private

3 Appointment of Area Managers

(Pages 11 - 38)

The meeting has been arranged to allow Members to interview shortlisted for the position of Area Manager and agree appointments to the posts of Head of Prevention and Protection and Head of Operational Policy and Assurance.

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MINUTES OF THE MEETING OF THE STAFFING COMMITTEE held on Wednesday, 9 November 2022 at Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA at 12.00 pm

PRESENT: Councillors Bob Rudd (Chair), Stef Nelson, Michael Beanland, Karen Mundry, Denis Murphy and Stuart Parker

1 PROCEDURAL MATTERS

A Recording of Meeting

Members were reminded that this meeting would be audio recorded.

B Apologies for Absence

Apologies for absence were received from Councillor Peter Wheeler.

C Declaration of Members' Interests

There were no declarations of Members' interests.

D Minutes of the Staffing Committee

RESOLVED:

That the minutes of the Staffing Committee held on 29th June 2022 be confirmed as a correct record.

2 ANNUAL WORKFORCE PLANNING UPDATE

Consideration was given to a report of the Head of Service Delivery which provided an update (as at 24th October 2022) of the current operational staffing levels and overview of the workforce planning process that was used to plan for and recruit the required number of firefighters.

It was noted that there had been an increase in staff leaving the Service to both external employers and other fire and rescue services who were facing similar issues with their retirement profiles. In the four-year period to 31st March 2026, it was anticipated that there would be approximately 141 leavers, which represented employee turnover of 37%. In the last 12 months 62 recruits to wholtime firefighter roles had been appointed. 12 of these were Community Safety Apprentices and would begin as wholtime firefighters upon completion of a 16-week recruits course at the conclusion of their programme in March 2023.

The latest round of promotion boards for Crew, Watch and Station Managers were completed in October 2022 which had resulted in 10 permanent Station Manager appointments; 16 permanent Watch Manager appointments; and 17 permanent Crew Manager appointments.

RESOLVED: That

[1] the Workforce Planning update be noted.

3 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.

The Head of HR and Organisational Development reported that the discipline figures for 2021 showed a significant decrease in discipline cases when compared with the data for 2020. There had been an increase in Grievances in the past two years. Most of these grievances had been related to leave entitlements including reimbursement of leave during sickness absence.

RESOLVED: That

[1] the Discipline and Grievance update be noted.

4 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT (HR&OD) DEPARTMENT UPDATE

The Director of Transformation provided an update on the completion of the project to re-establish an in-house HR&OD department. The Director introduced and explained the HR&OD structure which included four teams: Resourcing; Business Partner Unit; HR Business Support (Payroll/Pensions); Organisational Development team and advised that:-

- Mr Carmine Rabhani had been appointed as the Head of HR&OD and was now in post;
- transition of the HR team from Joint Corporate Services to the new in-house HR&OD department took place on 31st October 2022;
- the HR&OD department had attended a two-day away session on 7th – 8th November 2022;

RESOLVED: That

[1] the update be noted.

5 PRESENTATION ON THE PEOPLE STRATEGY 2022-25

The Director of Transformation gave a presentation which provided an update about developments associated with the People Strategy 2022-25 (the Strategy).

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

The Director's presentation provided further information on the following:-

- Recruitment and Training
- Engaging with Young People
- Automation of the Appraisal process
- Health and Wellbeing
- Service Improvement
- Progression and Leadership
- New 'Wider Horizons' programme for fire staff development
- Workforce Planning and Retirement
- 2023-24 People Priorities
- National Core Code of Ethics

RESOLVED: That

[1] the People Strategy Update be noted.

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CHESHIRE FIRE AUTHORITY

MEETING OF: STAFFING COMMITTEE
DATE: 13TH JULY 2023
REPORT OF: GOVERNANCE AND CORPORATE PLANNING
MANAGER
AUTHOR: DONNA LINTON

SUBJECT: EXCLUSION OF THE PRESS AND PUBLIC

Exclusion of the Press and Public

Recommended:

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 3

Appointment of Area Managers

Paragraph

(1) Information relating to any individual

CONTACT OFFICER: DONNA LINTON, FIRE SERVICE HQ, WINSFORD
TEL: [01606] 868804

BACKGROUND DOCUMENTS: NONE

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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