

**HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE**  
(Devon and Somerset Fire and Rescue Authority)

19 June 2008

Present:-

Councillors Cann, Ford, Mrs Parsons, Phillips, Shadrick and Viney.

**\*HRMD/1. Apologies**

An apology for non-attendance was received from Councillor Galloway.

**\*HRMD/2. Election of Chair**

**RESOLVED** that Councillor Cann be elected Chairman of the Committee until its first meeting after the Annual Meeting of the Authority in 2009.

**\*HRMD/3. Minutes**

**RESOLVED** that the Minutes of the meeting held on 18 April 2008 be agreed and signed by the Chair.

**\*HRMD/4. Declarations of Interest**

Members of the Committee were invited to declare any personal or personal and prejudicial interests they may have in any item(s) to be considered at the current meeting in accordance with the Authority's approved Code of Conduct.

**\*HRMD/5. Election of Vice Chair**

**RESOLVED** that Councillor Mrs Parsons be elected Vice Chair of the Committee until its first meeting after the Annual Meeting of the Authority in 2009.

**\*HRMD/6. Human Resources Management & Development Department Plan**

The Committee received for information a copy of the Human Resources Management & Development Department Plan together with a presentation given by the Human Resources Manager, Training and Development Manager, Equality and Diversity Advisor and the Health and Safety Manager.

The presentations covered the following matters:

- An overview of the Human Resources Management and Development Department;
- Reference to the development and maintenance activities included within the Department Plan;
- Reference to the key activities being undertaken in accordance with Goal 2 of the Plan;
- Recruitment and retention issues;
- Training and development including the arrangements for training at Severn Park;

- Details of the Authority's responsibilities in accordance with Health and Safety legislation;
- The National Equality and Diversity Strategy and the Authority's responsibilities in accordance with this.

In terms of recruitment issues, the Committee requested that further information be provided in due course in respect of the Government's proposals for a Graduate Recruitment Scheme. Reference was made also to the position in respect of transfers of staff form retained to wholetime. It was noted that a report would be submitted to the Committee on this matter shortly.

**\*HRMD/7. Absence Management**

The Committee received for information a presentation given by the Human Resources Manager in respect of the position of absence management for the Authority. The Human Resources Manager updated the Committee on the work being undertaken to address areas for improvement, including:

- A Working Group that had been established to look at workforce planning issues and was meeting on a monthly basis;
- The Group was looking into long and short term sickness absence with a view to making recommendations on a way forward;
- The performance on sickness absence for April 2007 to March 2008 had been 13.73 days/shifts lost on wholetime or uniformed staff as opposed to a target of 10.8 days/shifts. The performance for all staff was 13.27 days/shifts compared to a target of 9.8 days/shifts.
- The performance for the first two months of 2008 for uniformed staff had improved, showing a 9% reduction on the same period last year as a result of measures that had already been implemented;
- The Working Group would be drawing up a new policy on sickness absence management and it was anticipated that this would be completed in approximately 4/5 months

Councillor Cann indicated that this matter should be kept under review at each meeting.

**\* DENOTES DELEGATED MATTER WITH POWER TO ACT**

The meeting started at 14.00hours and concluded at 16.10hours.