

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chair and Members of the
Devon and Somerset Fire and
Rescue Authority**

(see below)

**SERVICE HEADQUARTERS
THE KNOWLE
CLYST ST GEORGE
EXETER
DEVON
EX3 0NW**

Your ref

Date : 7 August 2008

Telephone : 01392 872200

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Our ref :

Please ask for : Sam Sharman

Fax : 01392 872300

Website www.dsfire.gov.uk

Email : ssharman@dsfire.gov.uk

Direct Telephone : 01392 872393

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Human Resources Management and Development Committee
(Devon and Somerset Fire and Rescue Authority)

22 August 2008

A meeting of the Human Resources Management and Development Committee will be held on the above date, **commencing at 14:00 hours in Conference Room A in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

AGENDA

1. Apologies
2. Minutes of the previous meeting of the Authority/Committee held on [previous meeting date] attached (Page 1).
3. Items Requiring Urgent Attention
Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.
4. Declarations of Interest
Members are asked to consider whether they have any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and declare any such interests at this time. *Please refer to the Note 2 at the end of this agenda for guidance on interests.*

PART 1 – OPEN COMMITTEE

5. APPOINTMENT OF NEW CHIEF FIRE OFFICER

PART 2 – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

(Chair), (Vice Chair), Mr R Cann, Mr L Ford, Parker, Mrs R Parsons, Mr M Phillips, Mr D Shadrack, Mr D Viney

Substitute Members

Members are reminded that, in accordance with Standing Order 30, the Clerk (or his representative) MUST be advised of any substitution prior to the start of the meeting.

Access to Information

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Ms. Sharman on the telephone number shown at the top of this agenda.

NOTES

1. ACCESS TO INFORMATION

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Ms. Sharman on the telephone number shown at the top of this agenda.

2. DECLARATIONS OF INTERESTS BY MEMBERS

What Interests do I need to declare in a meeting?

As a first step you need to declare any personal interests you have in a matter. You will then need to decide if you have a prejudicial interest in a matter.

What is a personal interest?

You have a personal interest in a matter if it relates to any interests which you must register, as defined in Paragraph 8(1) of the Code.

You also have a personal interest in any matter likely to affect the well-being or financial position of:-

- (a) you, members of your family, or people with whom you have a close association;
- (b) any person/body who employs/has employed the persons referred to in (a) above, or any firm in which they are a partner or company of which they are a director;
- (c) any person/body in whom the persons referred to in (a) above have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are a Member or in a position of general control or management and which:-
 - you have been appointed or nominated to by the Authority; or
 - exercises functions of a public nature (e.g. a constituent authority; a Police Authority); or
 - is directed to charitable purposes; or
 - one of the principal purposes includes the influence of public opinion or policy (including any political party or trade union)

more than it would affect **the majority** of other people in the Authority's area.

Anything that could affect the quality of your life (or that of those persons/bodies listed in (b) to (d) above) either positively or negatively, is likely to affect your/their "well being". If you (or any of those persons/bodies listed in (b) to (d) above) have the potential to gain or lose from a matter under consideration – to a **greater extent** than **the majority** of other people in the Authority's area - you should declare a personal interest.

What do I need to do if I have a personal interest in a matter?

Where you are aware of, **or ought reasonably to be aware of**, a personal interest in a matter you must declare it when you get to the item headed "Declarations of Interest" on the agenda, or otherwise as soon as the personal interest becomes apparent to you, **UNLESS** the matter relates to or is likely to affect:-

- (a) any other body to which you were appointed or nominated by the Authority; or
- (b) any other body exercising functions of a public nature (e.g. membership of a constituent authority; other Authority such as a Police Authority);

of which you are a Member or in a position of general control or management. In such cases, provided you do not have a prejudicial interest, you need only declare your personal interest if and when you speak on the matter.

Can I stay in a meeting if I have a personal interest?

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

What is a prejudicial interest?

Your personal interest will also be a **prejudicial** interest if **all** of the following conditions are met:-

- (a) the matter is not covered by one of the following exemptions to prejudicial interests in relation to the following functions of the Authority:-
 - statutory sick pay (if you are receiving or entitled to this);
 - an allowance, payment or indemnity for members;
 - any ceremonial honour given to members;

- setting council tax or a precept; **AND**
- (b) the matter affects your financial position (or that of any of the persons/bodies as described in Paragraph 8 of the Code) or concerns a regulatory/licensing matter relating to you or any of the persons/bodies as described in Paragraph 8 of the Code); **AND**
- (c) a member of the public who knows the relevant facts would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that you have a prejudicial interest (and the nature of that interest) as soon as it becomes apparent to you. You should then leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose.

You must, however, leave the room **immediately after you have finished speaking (or sooner if the meeting so decides)** and you cannot remain in the public gallery to observe the vote on the matter. Additionally, you must not seek to **improperly influence** a decision in which you have a prejudicial interest.

What do I do if I require further guidance or clarification on declarations of interest?

If you feel you may have an interest in a matter that will need to be declared but require further guidance on this, please contact the Clerk to the Authority – preferably before the date of the meeting at which you may need to declare the interest. Similarly, please contact the Clerk if you require guidance/advice on any other aspect of the Code of Conduct.

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.

Apologies

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

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.

Minutes

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

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.

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.

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.

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.

