

**M. Pearson  
CLERK TO THE AUTHORITY**

---

**To: The Chair and Members of the  
Human Resources Management and  
Development Committee**

**(see below)**

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

---

Your ref :  
Our ref :  
Website : www.dsfire.gov.uk

Date : 8 March 2013  
Please ask for : Steve Yates  
Email : syates@dsfire.gov.uk

Telephone : 01392 872200  
Fax : 01392 872300  
Direct Telephone : 01392 872329

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

**Monday 18 March 2013**

A meeting of the Human Resources Management and Development Committee will be held on the above date, **commencing at 10:00 hours in Conference Room B in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson  
Clerk to the Authority

**AGENDA**

***PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS***

1. **Apologies**
2. **Minutes** of the meeting held on 11 January 2013 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.

**PART 1 – OPEN COMMITTEE**

4. **Firefighters Pensions Schemes**  
  
Presentation by the Human Resources Manager.
5. **Devon & Somerset Fire & Rescue Service Equality and Diversity Recognition - Stonewall Top 100 Employer**

Presentation by the Community and Workplace Equalities Manager.

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

Nil

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Bown (Chair), Brooksbank, Burr ridge-Clayton, Chugg, Horsfall, Knight and J Smith

| <b>NOTES</b> |   |
|--------------|---|
| <b>1.</b>    | <p><b><u>Disclosable Pecuniary Interests (Authority Members only)</u></b></p> <p>If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority's Monitoring Officer, you must:</p> <ul style="list-style-type: none"> <li>(a) disclose any such interest at the time of commencement of consideration of the item in which you have the interest or, if later, as soon as it becomes apparent to you that you have such an interest;</li> <li>(b) leave the meeting room during consideration of the item in which you have such an interest, taking no part in any discussion or decision thereon; and</li> <li>(c) not seek to influence improperly any decision on the matter in which you have such an interest.</li> </ul> <p>If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (b) and (c) above.</p> |
| <b>2.</b>    | <p><b><u>Part 2 Reports</u></b></p> <p>Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.</p>  |
| <b>3.</b>    | <p><b><u>Substitute Members (Committee Meetings only)</u></b></p> <p>Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.</p>  |
| <b>4.</b>    | <p><b><u>Access to Information</u></b></p> <p>Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the "Please ask for" section at the top of this agenda.</p>  |

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

11 January 2013

Present:-

Councillors Mrs. Bown (Chairman), Brooksbank, Burrigge-Clayton, Mrs. Chugg, and J Smith

Apologies:-

Councillor Knight

**\*HRMDC/16. Minutes**

**RESOLVED** that the Minutes of the meeting held on 15 November 2012 be signed as a correct record.

**\*HRMDC/17. Fitness Testing of Operational Staff**

The Committee received for information a presentation on firefighter fitness and the Fire-Fit Conference and covering, specifically:

- the Service approach to firefighter fitness and recent changes in fitness testing;
- The Fire-Fit Steering Group and research commissioned on behalf of this group into fitness testing, which the Service was able to benefit from;
- the importance of having legally defensible standards (e.g. role-specific tests), case law relating to this and factors that should be included in a fit-for purpose, legally-defensible Fitness Policy;
- proposals for further enhancements and refinements to the Service Fitness Policy to encompass fitness, wellbeing and lifestyle training and which would see fitness recognised as a core competency.

**\*HRMDC/18. Sickness Absence Management**

The Committee received for information a presentation from the Human Resources Manager on management actions being taken to mitigate against sickness absence within the organisation.

The Committee had previously resolved to receive a detailed, annual statistical report on absence management within the organisation, with a "light touch" six-monthly update report.

The presentation to this meeting focussed on the background and context to the Service's current sickness policy and included, amongst other things:

- information on the contractual entitlement to sick pay for both uniformed and support staff;
- the mechanism for reporting and recording sickness;
- the mechanisms for return to work (including use of a "return to work interview" in all cases);
- the inclusion of absence "trigger points" to prompt management actions;

- use of occupational health provision;
- proposals to enhance and refine the absence management policy (e.g. provision of easily-accessed, on-line sickness absence information for line managers; introduction of a capability policy and procedure).

**\*HRMDC/19. Exclusion of the Press and Public**

**RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972 the press and public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 5 of Part 1 of Schedule 12A (as amended) to the Act, namely information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**\*HRMDC/20. Part Time Workers Pension Liabilities**

(An item taken in accordance with Section 100A(4) of the Local Government Act 1972 during which the press and public were excluded from the meeting).

The Human Resources Manager briefed the Committee on legal advice currently being sought by the Service relating to liability for the payment of pension contribution costs arising from the successful test case on application of the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

**RESOLVED** that the briefing be noted.

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

The meeting started at 10.00hours and finished at 11.32hours.