



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

M. Pearson  
CLERK TO THE AUTHORITY

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

(see below)

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

Your ref :  
Our ref : DSFRA/MP/SS  
Website : www.dsfire.gov.uk

Date : 6 December 2016  
Please ask for : Sam Sharman  
Email : ssharman@dsfire.gov.uk

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

## **HUMAN RESOURCES MANAGEMENT & DEVELOPMENT COMMITTEE**

**Wednesday, 14 December, 2016**

A meeting of the Human Resources Management & Development Committee is to be held on the above date, **commencing at 10.00 am in the Conference Room B, Somerset House, Service Headquarters** to consider the following matters.

M. Pearson  
Clerk to the Authority

### **A G E N D A**

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

**1 Apologies**

**2 Minutes (Pages 1 - 4)**

of the previous meeting held on 16 September 2016 attached.

**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 Absence Management and the Health of the Organisation (Pages 5 - 14)**

Report of Director of Service Improvement (HRMDC/16/14) attached.

**5 Retirement & Re-employment (Pages 15 - 18)**

Report of Director of Service Improvement (HRMDC/16/15) attached.

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

Membership:-

Councillors Bown (Chair), Burrige-Clayton, Chugg (Vice-Chair), Hill, Julian, Knight and Thomas

## NOTES

- |    |   |
|----|---|
| 1. | <p><b><u>Access to Information</u></b><br/>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>   |
| 2. | <p><b><u>Reporting of Meetings</u></b><br/>Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public – unless there is good reason not to do so, as directed by the Chairman - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.<br/>Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.</p> |
| 3. | <p><b><u>Disclosable Pecuniary Interests (Authority Members only)</u></b><br/>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>  |
| 4. | <p><b><u>Part 2 Reports</u></b><br/>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>   |
| 5. | <p><b><u>Substitute Members (Committee Meetings only)</u></b><br/>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>   |