MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

HELD ON 4TH NOVEMBER 2010

Present:

Councillor Iain Lindley (Chair), Councillor Wendy Meikle (Vice-Chair), Councillors Paul Ankers, Mohammed Ayub, John Bell, Henry Cooper, Jackie Harris, Barrie Holland, Phillip Holley, John O’Brien, Paul Shannon, Fred Walker and Jack Walton

Also in Attendance: Jim Owen (Deputy County Fire Officer), Anita Wainwright (Director of People and Organisation Development), Gwynne Williams (Deputy Clerk and Authority Solicitor), Alyson Hall (Head of Human Resources) and Donna Parker (Democratic Services Manager)

19. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eric Burgoyne and Michael Smith.

20. MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 16th September 2010 were confirmed as a correct record and were signed by the Chairman.

The Democratic Services Manager made reference to ‘Minute 18 – Elected Member Workshop, Fire Service College – 11th and 12th August 2010. It was reported that a visit to the Fire Service College for all Members had now been arranged and would take place on Monday 22nd and Tuesday 23rd November 2010. All Members were encouraged to attend this visit and to date six Members had confirmed their attendance.

Resolved: That the update be noted.

21. DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

22. EXCLUSION OF PRESS AND PUBLIC

Resolved: That the public be excluded from the meeting when the following item is considered for the reason set out below:
23. URGENT BUSINESS (IN ANY)

The Chairman announced the following two items of urgent business:-

1. The Chairman informed Members that a ‘Tour of the GMFRS Control Centre’ was due to take place at the rise of the meeting which all Members were invited to attend. This Tour would be hosted by Liz Drummond, Principal Fire Control Officer.

2. The Deputy County Fire Officer provided an update on the incident that had taken place at 7.09am on Tuesday 2nd November 2010 where a gas explosion involving a row of domestic properties on Merlin Road, Irlam had occurred. It was reported that eight fire crews, which included 40 firefighters and the Urban Search and Rescue Team from both Manchester and Lancashire Fire and Rescue Service were called to the incident and on arrival secured the area and undertook a search of the four properties. In total eleven people including four children and seven adults were rescued from the properties and taken to hospital.

Councillor Paul Shannon, Chairman of the Authority, took the opportunity to thank all the emergency services which had been involved in the incident including Lancashire Fire and Rescue Service for their professionalism, support and assistance in this terrible incident.

24. MEMBER DEVELOPMENT STEERING GROUP

The Committee received the Minutes of the Member Development Steering Group held on 16th September 2010.

Resolved: That the proceedings of the Member Development Steering Group meeting held on 16th September 2010, be noted.
25. NORTH WEST CHARTER ON ELECTED MEMBER DEVELOPMENT LEVEL 1 - OUTCOME OF THE ASSESSMENT VISIT

Consideration was given to a report of the County Fire Officer and Chief Executive which informed Members that Greater Manchester Fire and Rescue Authority had been successful in achieving Level 1 of the North West Charter on Elected Member Development.

It was reported that the North West Employers Regional Development Committee had met to consider all applications on 12th October 2010 and had no hesitation in awarding Level 1 of the Charter to Greater Manchester Fire and Rescue Authority.

Attached at Appendix 1 of report, for Members information, was a copy of the report produced by North West Employers which detailed the outcomes of their assessment and included areas of good practice that were found and also areas for improvement which would be an important part of the Charter Review in three years’ time.

Councillor John Bell, Vice-Chairman of the Authority and Member Champion for Member Development took the opportunity to thank both Members and Officers for their hard work and commitment towards achieving the Charter and for their participation in the Assessment interviews.

In addition, Councillor John Bell stated that the Authority should now aim towards achieving Level 2 of the Charter, the ‘exemplar’ level. To achieve Level 2 the Authority must provide evidence in two areas firstly the impact of Member development on the work of the local community and secondly the Authority’s commitment to continuous improvement in Member development. In response, the Chairman, agreed and commented that this would be an area of work for the Member Development Steering Group to progress in the New Year.

Recommended: That:

1. The content of the report, be noted.

2. The Committee support the continuation of the Member Training and Development process.

3. Greater Manchester Fire and Rescue Authority commit to achieving Level 2, the ‘exemplar’ level of the North West Charter on Elected Member Development in 2011.

26. NORTH WEST CHARTER ON ELECTED MEMBER DEVELOPMENT - NEW MEMBER PERSONAL DEVELOPMENT PLANS OUTCOMES

Consideration was given to a report of the County Fire Officer and Chief Executive which advised Members of the outcomes from the ‘Member Personal Development Interviews’ for new and outstanding Member which
had taken place on 7th and 10th September 2010. A consultant from North West Employers Organisation was commissioned to undertake this piece of work and 8 new Members and 2 outstanding Members had completed a Member Development Interview. In total 27 out of the 30 Members had now undertaken a Member Development Interview.

At the conclusion of the interview process a detailed report was produced outlining the outcomes from the interviews and the individual and overall Member development needs indentified. These had now been factored into the Member Training and Development Programme for 2010/11 which would be reviewed by the Member Development Steering Group.

It was reported that the Member Personal Development Interview process would be repeated on an annual basis with reviews taking place bi-annually with the next reviews taking place in March 2011.

Recommended: That

1. The report and comments raised be noted.
2. The Member Training Needs which had been identified as part of the process and the Member Training and Development Programme for 2010/11, be noted.
3. Any training and development identified through the Member Personal Development Process which required external sourcing/funding to be approved by the Clerk in consultation with the Member Champion for Member Development.
4. The continuation of the Member Training and Development process be supported.

27. PROGRESS IN RELATION TO THE STRATEGIC PEOPLE PLAN 1 JULY 2010 TO 30 SEPTEMBER 2010 (QUARTER 2)

Consideration was given to a report of the County Fire Officer and Chief Executive which advised Members of the progress and achievements made in relation to delivering the key objectives as contained within the Strategic People Plan between 1 July and 30 September 2010 (Quarter 2).

The Director of People and Organisation Development advised Members of the main highlights from Quarter 2 which included the following:-

- Service Wide Implementation Group (SWIG);
- MiPlace (HR/Payroll Management Information System Project);
- Management Development;
- Review of HR and People Strategy;
- Collaboration;
- Inclusivity;
- Reward and Recognition – Injury Awards;
- Retirement Options.

A full copy of the ‘Strategic People Plan - Quarter 2 was included with the report and was also available in the Members Room and Group Rooms for all Members to inspect prior to the meeting.

In addition, Members were informed that a report on ‘Absence Management within the Service' would be submitted to the next meeting of this Committee, as requested by the Authority at its meeting on 9th September 2010.

Recommended: That:

1. The progress against the Strategic People Plan between 1 July and 30 September 2010 (Quarter 2), be noted and the updated Strategic People Plan, be approved.

2. A report on ‘Absence Management within the Service' be submitted to the next meeting of this Committee, as requested by the Authority at its meeting on 9th September 2010.

28. RECRUITMENT AND SELECTION PROCESS FOR THE APPOINTMENT TO THE POST OF DIRECTOR OF PREVENTION AND PROTECTION AND DIRECTOR OF EMERGENCY RESPONSE

Consideration was given to a report which detailed the proposals to recruit to the posts of Director of Prevention and Protection and Director of Emergency Response, for Greater Manchester Fire and Rescue Service. The report outlined a proposed recruitment and selection process, an indication of individual roles and responsibilities in the process and a timetable for completion of the campaign.

Recommended: That:

1. The recruitment process including the roles and responsibilities allocated, as detailed in the report, be approved.

2. The salary and terms and conditions advertised, be approved.

3. Delegated authority be given to the Deputy County Fire Officer in consultation with the Director of People and Organisation Development to approve the long-list of applicants.

4. Delegated authority be given to the County Fire Officer and Chief Executive in consultation with the Chairman, Vice-Chairman and Deputy Chairman of the Authority, the Chairman of the Human Resources Committee and the Leader of the Opposition Group, to approve the shortlist of applicants to be invited to the Assessment Centre.
5. The proposed timetable for completion of the process, as detailed in the report, be approved.

6. The opportunity to continue to reflect on the roles and responsibilities of the Corporate Leadership Team and Executive Officers, be noted.

CHAIRMAN