

# Minutes

## People and Culture Committee

Date: 4 October 2024

Time: 10:30

Venue: FSHQ

Present:

Cllr F Shaheen (in the chair), Cllrs Ali, Dickenson, Downes, Hinchcliffe, Pollard, Renshaw, Salam, Sutcliffe and Tulley

Apologies:

Cllr Bruce

### 10.Minutes of meeting held on 2 August 2024

#### **Resolved**

That the Minutes of the last meeting held on 2 August be signed by the Chair as a correct record.

### 11.Matters arising

There were no matters arising.

### 12.Urgent items

There were no urgent items.

### 13. Admission of the public

There were no items requiring the exclusion of the public and press.

### 14.Declarations of interest

There were no declarations of interest.

### 15.Human Resources Activity Report

The Director of People and Culture submitted a report which advised Members of the key HR metrics for the reporting period April to June 2024, including establishment strength, sickness absence data and high-level discipline and grievance figures.

Members welcomed the addition of the recruitment achievements to the report.

Members sought clarification as to ethnic diversity figures from the Fire Protection Inspector Apprenticeship exercise. They were informed that unsuccessful applicants either didn't have the necessary skills/qualifications or had not filled out the application form to the required standard. They were informed that reasonable adjustments were available for applicants who required assistance in completing forms. In addition, colleagues would be analysing any recruitment trends, and the concern about the Fire Prevention recruitment would be taken on board. Steps were currently being taken to modernise the recruitment and selection process and there were now two staff in the Diversity, Equity & Inclusion (EDI) team working on positive action initiatives.

**Resolved**

That the report be noted.

## 16. Accident Analysis Annual Report

The Director of People and Culture submitted a report which informed members of the accident trends for the period 1 April 2023 to 31 March 2024. Members welcomed the reduction in total numbers of accidents and the long-term downward trend. Clarification of the percentage of staff involved in accidents was sought.

**Resolved**

That the report be noted.

## 17. Service Delivery Administration Hub

Members considered a report of the Director of Service Delivery which updated Members on the Station Clerk Review which has now resulted in the introduction of a Service Delivery Administration Hub.

Members received confirmation that savings had resulted into reinvestment into Fire Prevention Officers, meaning three officers have recruited in Kirklees, Calderdale and Leeds. They were also assured that the changes will still leave a central communication point whereby other stations can be communicated with as necessary.

**Resolved**

That the report be noted.

## 18. Spotlight on Reports

The Director of People and Culture provided a report to update Members on the work of the Diversity, Equity & Inclusion (EDI) team. This included a spotlight on the Diversity and Inclusion initiatives already undertaken and those planned for the next four months and a spotlight on Positive Action and Community Engagement events.

Members thanked the EDI team for their efforts, including the Silver award in the Inclusive Employers' Standard and the Inclusive language guide.

**Resolved**

That the report be noted.

## **19. Local Pension Board Annual Report**

The Monitoring Officer submitted a report which invited Members to review and ratify the Local Pension Board Annual Report 2023 – 24.

**Resolved**

That the report be noted, and it be confirmed the Local Pension Board had acted within its Terms of Reference and in accordance with good governance principles during the 2023 – 24 municipal year.

The chair thanked officers for the work that they were undertaking.

Chair