

ESSEX FIRE AUTHORITY

Essex County Fire & Rescue Service



Principal Officers Human Resources Committee

13:30	Wednesday, 06 September 2017	ECFRS Headquarters,
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***Please note that this meeting will begin at 1.30 pm or on the rising of the Board of EFA (Trading) Ltd to be held that morning, whichever is the later**

Quorum: 3

Membership:

Councillor Ann Holland
Councillor Jenny Chandler
Councillor Maggie McEwen
Councillor Andy Wood
Councillor Barry Aspinell

Chairman

**For information about the meeting please ask for:
Judith Dignum (Committee Services Manager, Essex County Council)
03330134579 / judith.dignum@essex.gov.uk**

Essex Fire Authority and Committees Information

Meetings of the Authority and its committees are open to the press and public, although they can be excluded if confidential information is likely to be considered.

Meetings are held at Essex County Fire and Rescue Service Headquarters, Kelvedon Park, Rivenhall, Witham, CM8 3HB. A map can be found on the Essex County Fire and Rescue Service's website (www.essex-fire.gov.uk); from the Home Page, click on 'Contact Us'.

There is ramped access to the building for wheelchair users and people with mobility disabilities.

Please report to Reception when you arrive. The meeting rooms are located on the ground and first floors of the building and are accessible by lift where required.

If you have a need for documents in an alternative format, in alternative languages or in easy read please contact the Committee Services Manager (contact details on the front page) before the meeting takes place. If you have specific access requirements please inform the Committee Services Manager before the meeting takes place.

The agenda is also available on the Essex County Fire and Rescue Service website, (www.essex-fire.gov.uk). From the Home Page, click on 'Essex Fire Authority', then scroll down the page and select the relevant documents.

Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

		Pages
1	Apologies for Absence	
2	Minutes: 30 November 2016 To approve as a correct record the public minutes of the meeting held on 30 November 2016.	5 - 6
3	Minutes: 13 March 2017 To approve as a correct record the public minutes of the meeting held on 13 March 2017.	7 - 8
4	Minutes of this Meeting To delegate authority to the Chairman to confirm as a correct record and sign the minutes of this meeting, as it is unlikely that there will be any further meetings of the Authority due to the changes in governance arrangements coming into effect from 1 October 2017.	
5	Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct.	
6	Urgent Business To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.	

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

7a Minutes: 30 November 2016 (part 2)

- Information relating to any individual;
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the Authority or a Minister...

7b Minutes: 13 March 2017 (part 2)

- Information relating to any individual;

8 Pay Review 2017

- Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the Authority or a Minister...

9 Provision of Cars and Emergency Vehicles

- Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the Authority or a Minister...

10 Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.



Minutes of the meeting of the Principal Officers Human Resources Committee, held on Wednesday, 30 November 2016

Present:

Councillor A Holland Chairman
Councillor B Aspinell
Councillor A Bayley
Councillor C Guglielmi
Councillor C Kent

The following officers were present in support throughout the meeting:

Caroline Cotterell	Interim Head of Human Resources
Shirley Jarlett	Clerk and Monitoring Officer to Essex Fire Authority
Emily Mulleady	Employment Law Solicitor
Judith Dignum	Secretary to the Committee

1 Minutes: 1 June 2016

The public minutes of the meeting held on 1 June 2016 were approved as a correct record and signed by the Chairman.

2 Minutes: 9 June 2016

The public minutes of the meeting held on 9 June 2016 were approved as a correct record and signed by the Chairman.

3 Declarations of Interest

The Chairman reminded Members to declare any interests now or at the point during the meeting at which they arose.

Councillor Aspinell declared a Code interest in agenda item 7 (Employment Matters) in that he had held a formal role within Essex sport at the time of the appointment of the Head of Active Essex.

4 Exclusion of the Press and Public Resolved:

That having reached the view that, in each case, the public interest in maintaining the exemption (and discussing the matter in private) outweighed the public interest in disclosing the information, the public (including the press) be excluded from the meeting during consideration of the following items of business on the grounds they involve the likely disclosure of exempt information as specified in paragraphs 1 and 4 of part 1 of Schedule 12A of the Local Government Act 1972.

5 Minutes: 1 June 2016 (part 2)
(Press and public excluded)

The confidential minutes of the meeting held on 1 June 2016 were agreed as a correct record and signed by the Chairman.

6 Employment Matters
(Press and public excluded)

Councillor Aspinell declared a Code interest in this item (minute 3 above refers.)

The Committee considered report EFA/126/16 by the Clerk and Monitoring Officer to the Authority concerning employment matters relating to a member of staff. A record of the matters discussed and action agreed appears in the confidential appendix to these minutes.

Resolved:

That action be taken as detailed in the confidential appendix to these minutes.

Signed.....
(Chairman)

Date.....



Minutes of the meeting of the Principal Officers Human Resources Committee, held on Monday, 13 March 2017

Present:

Councillor A Holland Chairman
Councillor B Aspinell
Councillor A Bayley
Councillor C Guglielmi
Councillor C Kent

The following officers were present in support:

Shirley Jarlett	Clerk and Monitoring Officer to the Authority
Judith Dignum	Secretary to the Committee

Agenda Items 1 - 4 only (minutes 1-3 refer):

Adam Eckley*	Acting Chief Fire Officer
Mark Stagg*	Director of Transformation

Agenda Item 5 only (minute 4 refers):

Caroline Cotterell	Interim Head of Human Resources
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1 Declarations of Interest

The Chairman reminded Members to declare any interests now or at the point during the meeting at which they arose.

2 Exclusion of the Press and Public Resolved:

That the press and public be excluded from the meeting during consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information as specified in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

3 Contract Extension
(Press and public excluded)

The Committee considered report EFA/041/17 by the Acting Chief Fire Officer which sought agreement to extend the contract of the Finance Director and Treasurer until 31 December 2017. Further details are set out in the confidential appendix to these minutes.

Resolved:

That the contract of the Finance Director and Treasurer be extended until 31 December 2017.

The Acting Chief Fire Officer and the Director of Transformation left the meeting and were not present during consideration of the following item of business. The Interim Head of Human Resources joined the meeting.

4 Urgent Exempt Business
(Press and public excluded)

The Chairman agreed to consideration of the following item of urgent exempt business on the grounds that it had arisen since the despatch of the papers for the meeting and resolution of the issue was required as soon as possible.

Employment Matters

The Committee considered issues relating to the employment of a member of staff, as set out in the confidential appendix to these minutes.

Resolved:

That action be taken as set out in the confidential appendix to these minutes.

Signed.....
(Chairman)

Date.....