

MINUTES OF THE JCP MEETING

<u>Date</u>	4 th June 2008		
<u>Present</u>	Phil Mobbs		PM
	Rachel Hamer		RH
	Dave Williams	FBU	DW
	Andy Price	FBU	AP
	Leon Parkes	FOA	LP
	Harry Nelson	Unison	HN
	Paul Hancock		PH
	Kathryn Foreman		KF
	Lorraine Thomson		LT

Apologies None

Minutes of the meeting held on 23rd April 2008

The minutes of the meeting on 23rd April 2008 were agreed as a correct record.

Matters Arising

- 1) Attendance – Optimum Crewing Additional Leave. It was reported that the additional leave day had been maintained during 2007. The decision was to be promulgated and staff could now book the day.

Minutes of the meeting held on 7th May 2008

The minutes of the meeting on 7th May 2008 were agreed as a correct record.

Matters Arising

- 1) Annual Pension Statements – PM reported that pension statements would be issued by the new contractor towards the end of year 1 of the contract, and annually thereafter.

Organisational Changes

Paul Hancock (PH) and Kathryn Foreman (KF) opened the meeting with a presentation on the imminent changes within the organisation.

PH explained that a temporary structure had been put in place for the next 12 months. It was a 12 month short term fix and that there would be longer term issues to come out of it.

SMT PRESENTATION

THE WAY FORWARD

RESILIENCE UNIT

- Create T/AM for 12 months
- Transfer 1 x GM from ER to Resilience Unit – MIC Officers to report to GM
- Transfer responsibility for operational training and assessment from LDC to Resilience Unit

- Transfer AQA to Resilience Unit and review audit and self assessment process
- Transfer 1 x SM form ER to Resilience Unit to review operational procedures (SIS), Ops Handbook (VMDS) and Operational Risk Assessments
- Appoint 2 additional WMB's

PH thanked Leon for the work that had been done so far on the Resilience Unit. He also advised that Paul Jackson would be staying at HQ for a further 4 weeks.

EMERGENCY RESPONSE DEPARTMENT

Appoint AMB and 1 x GMB with responsibility for:

- Operational Policy, Planning and Business Continuity
- Operational Research and Development
- Fire Control (Mobilising and Deployment)
- Workshops (review in 6 months)
- RCC Project and appoint 1 x GMB as Programme Manager

PH explained that workshops would probably move to Asset Management within the next 6 months.

UNITARY PERFORMANCE AREAS AND PROJECTS

- Create new AMB with responsibility for Unitary Performance Areas and Project/Programme Management
- Appoint 4 Unitary Performance Managers (GMB's) as soon as possible
- Realign SM's and line management responsibility to Unitary Performance Managers (GMB's) - some moves have already been completed
- Review the role of the Station Managers and Station Admin Managers – devolve to Unitary Performance Managers
- Change operational cover rotas of AM's, GM's and SM's to reflect organisational requirements and business needs – harmonisation with Green Book Managers

LP asked whether any work had been completed on job sizing and DW asked why GM's came out as GMB? LP asked for a copy of the job sizing matrix.

KF explained that the matrix that was used for Rank 2 Role was used for the evaluation of the GM role. East Cheshire had been used as it was the largest area. This had confirmed the job as GMB therefore a business decision was made for all GMs to be GMBs to ensure interchangeability. Interchangeability would be hampered if the jobs were job sized differently, as there were only 8 x GMs

DW advised that he wanted to make sure that everybody was treated the same. KF explained that in the new Pay Policy there was a proposal for Grey Book pay protection.

AP asked why interchangeability hadn't been applied to WMs. KF advised it was about a skills match and needing the right people in the right job. There were only 8 GMs it was different to the WMs.

LP asked whether there would be enhanced pay for those covering East and West Cheshire as larger areas. The answer was no as they had the resources underneath them.

DW asked for a copy of the scoring. KF advised only the East had been scored and would pass this information to the FBU. KF to action.

LP asked who would be responsible for the admin managers. It was felt that there was a need for them to be responsible to the AM of the 4 delivery areas, however this would be subject to some further consideration.

COMMUNITY RISK REDUCTION (CRR)

- Appoint AMB Community Fire Protection and Unitary Safety Managers - implement review and associated structures
- Appoint AMB Community Fire Safety and CFP Unitary Managers - implement review and associated structures
- Develop effective working/support relationships and performance structures with Unitary Performance Managers

CORPORATE SERVICES

- Appoint Planning Manager in Corporate Intelligence Unit
- AQA to Resilience Unit
- Operational Training from LDC to Resilience Unit
- Retention of organisational learning and development within HR – role of ODG crucial as is the interaction and relationship with Resilience Unit
- Review responsibility for Workshops in 6 months
- Review responsibility for Health and Safety in 12 months

REDEFINE ROLE AND FUNCTION OF ODG

Risk Management – through resource commissioning and delivery of training and associated learning interventions as control measures for organisational risks

SUPPLEMENTARY AND COMPLEMENTARY CHANGES

- Review Central Reserve Policy (Optimum Crewing Agreement) and associated HR arrangements
- Review deployment of Strategic Reserve
- Review working arrangements and duty system of LDC Staff including the current 10% allowance
- Review approach to basic training and development of firefighters to competent - Phase 2 firefighters syllabus and assessment requirements including development days

DW felt that there was a need for a minimum package for CMs.

PH advised that there would be 2 days at the college on a 3 year rotational basis and that Jason was currently looking into potential JO courses. These 2 days would hopefully be Nov/Dec time.

SUPPLEMENTARY AND COMPLEMENTARY CHANGES

- Improved Assessment and Selection Process and Training Needs Analysis
- New Appointments and “Takeovers” – fundamental change to the handover process (structured induction before taking up post – contractual change to make appointment conditional), appointment of peer mentor and grandparent manager -structured coaching and mentoring mechanisms
- Standardise and implement a common station administration system – benchmark of station standards
- New Awards for W/T and R/T Station of the Year – consider award for best watch, CFS, CFP Centre/Team

KF advised that the criteria for the awards needed looking at in greater detail and that it would have to be credible.

LP queried the reward for sickness. DW explained that people were waiting for letters

AREA MANAGER TIER

AM CFP	AM CFS	AM ER	AM PDG	T/AM Resilience Unit
<i>A Ellis</i>	<i>P Hales</i>	<i>P Walsh</i>	<i>J Redmond</i>	<i>J Thelwell</i>

KF advised that J Thelwell was appointed as he was the next placed candidate when last assessed.

LP stated that the importance of the resilience unit was fundamental, would it be likely that the temp AM position would become permanent. PH advised that it was too early to make a judgement, however if it did there would be an appointment process.

KF advised that all the temporary posts were for 12 months and all staff in the posts would be getting a review letter after 6 months.

GROUP MANAGER TIER

GM CFP	GM CFS	GM ER	GM R Unit	GM RCC
<i>M Abram</i>	<i>K Hughes</i> <i>Interim</i>	<i>R Gorst</i>	<i>G O'Rourke</i> <i>Temp</i>	<i>L Loweth</i>

GM
UPM X 4

J Salt (West)
K Brooks (East)
L Parkes (Wa) - Temp
A Waller (H) – Temp

The temporary GM positions were temporary positions for 12 months.
Middle Managers assessments would be held July / August.

KF explained that K Hughes had just retired from Wales F&RS and would be joining the organisation for 3 months as a holding measure. It was felt that he had expert knowledge over and above CFRS staff which at this stage would enable work to continue at its current pace.

It was queried as to whether this post would remain a Grey Book Post.

PH advised that there were 9 GMs, however the establishment was 8. He explained that Lyndon's post was funded by the Government until 2011.

KF advised that Gus O'Rourke has been through an assessment to become a GM at the College, even though his substantive role was Station Manager. He would not be going on the GM rota.

TRANSFERS AND RESPONSIBILITIES

- Leon Parkes – PDG Manager Warrington
- Alex Waller – PDG Manager Halton

•Sean Henshaw – Runcorn

•**Derek Dickson – Crewe and Retained Liaison Officer**

•**Carl Hanson – Warrington**

•**Mike Anderson – Macclesfield and Congleton**

•**Matt Hopkins – Stockton Heath and Birchwood**

•**Ian West – Northwich and Winsford**

KF advised that Alex was allocated Halton as there was a clear member steer for continuity due to the recent loss of Alan Briggs and Pete Howard.

LP asked whether the selection process could be done sooner rather than later. He explained that he was already embedding processes and was concerned that someone else might change these 3 months down the line in which case continuity would be lost.

RH asked what would be happening with the role of PDG vice chair. KF explained that this area was still being looked into to see how Corporate Services could best serve the 4 x Unitary groups.

It was explained that Derek Dickson's position was temporary at Crewe and Sean Henshaw temporary at Runcorn. The reason behind this was that if both Alex and Leon were unsuccessful during the assessment process there would be positions at Station Manager for them.

Sean was to keep continuity at Halton

DW felt that Crewe and Macclesfield were not getting continuity of Station Manager as a result of recent changes.

PH advised of the timescales of the appointments.

Jason / Alex and Leon appointment would take effect from 02/06/08

AMs 16/06/08

Gus O'Rourke 16/06/08

Other Moves from 01/07/08

Towards the end of June there would be 2 / 3 day sessions to make sure all issues were discussed. In particular SEAs would brief the new managers on employment issues particular to their new areas.

There was a discussion surrounding 72ds. DW advised that Stations had not seen any importance given to them.

Wilmslow

It was reported that planning permission for the new building had been granted.

FBU reported their concern about the recent advice on consolidation and pension implications for the Day Crewing Agreement.

FBU would want to revisit the agreement if there was no alternative solution to the matter of pension consolidation.

In response to managements comments on the pensionability within the agreement, the FBU felt that had the minimum due diligence been applied by CFRS prior to the proposal being put on the table at Joint Secs, Management would have been aware that their proposal would have been ultra vires.

Furthermore, with regard to Wilmslow, FBU had yet to see the business plan that supported the decision to change the duty system.

PH advised that work was being completed on the business plan which would be shared with the trade unions in the next couple of weeks.

KF advised that the pension consolidation issue was not a risk to the Day Crewing Agreement and that it would not prevent negotiations on Wilmslow.

Midi Appliances

Paul advised that the last midi was about to be located at Frodsham. CFA approval had been given to purchase a further 3 for Congleton, Macclesfield and Northwich.

DW advised that the FBU had not yet received a response to the H&S questions they had submitted in writing to Paul Hancock on 14th April 2008.

PH agreed to investigate.

DW advised that RDS were losing interest in being in the Fire & Rescue Service, due to the introduction of TRV's which had demotivated them.

It was agreed that a special JCP would be arranged to discuss Wilmslow / Midis / Strategic Reserve. (Invite PH/ PM/ RH/ Pete Walsh / J Thelwell and allow 2.5hrs)

Maternity Policy

RH confirmed that the Maternity Policy was now finalised and that she would arrange for its publication as a SIS.

Reviews of the Policy would be carried out as and when required.

Unison / FOA / FBU all agreed consultation was concluded.

Attendance Management Policy

Deferred until meeting on 2 July 2008

Reorganisation Appointment Procedure (RAP)

RH asked for any feedback on RAP. This would be the procedure to be adopted for reviews involving any organisational structure changes and the appointment of employees to new structures.

A discussion ensued on various aspects of the procedure.

Unison asked for timescales of CFS Review. It was confirmed that the formal process had not yet started and that SMT would advise when it would commence.

FBU / Unison asked to give input into JDs and the sizing process rather than them be fait accomplit.

AOB

Pensions – KF advised as soon as there was more information regarding the Day Crewing pensions the Service would provide information to the trade unions. At the moment it was felt that the most favourable option was to retrospectively join the new pension scheme.

Short Term Sickness – A discussion followed as to short term sickness coming down and medium sickness increasing. KF explained that the figures indicated that overall, within the Service sickness hadn't come down and therefore the FBU proposal that shifts freed by the

reduction in sickness levels be used to cover staff attending development days was not acceptable.

DW commented despite medium Term sickness first being raised as an issue by KF at JCNP in March the FBU have not received sufficient evidence to support this. FBU felt that the sample of data provided to them was too short a timescale and have therefore asked to be provided with figures for a 12 month period.