

TASK & FINISH GROUP
OF THE
MERSEYSIDE FIRE AND RESCUE AUTHORITY
22ND APRIL 2013
“REVIEW OF SICKNESS ABSENCE”
MINUTES

PRESENT: Councillors: Steve Niblock (Chair of Group), Tony Newman and Roy Gladden

ALSO PRESENT: Janet Henshaw – Clerk To The Authority and Director of Legal, Procurement & Democratic Services
Nick Mernock – Director Of People & Organisational Development
Paul Blanchard-Flett – Manager of Occupational Health
Philomena Dwyer – Professional Standards Manager
Kelly Johnson – Minute Taker

1. Minutes of Previous Meeting

The Group considered the Minutes of the previous meeting held on 3rd April 2013 and approved them as an accurate record.

2. Draft Capability Procedure

The Group were provided with an update regarding the work underway in relation to developing a Draft Capability Procedure for Members consideration.

The Group were informed of meetings which had taken place between officers to discuss the development of a draft Capability Procedure. Through such meetings, it became apparent that when devising a suitable Capability Procedure for the Authority, a holistic approach should be taken with a number of policies and procedures being looked at collectively to ensure there are no contradictions.

The Group also discussed the merit of Officers visiting other Fire & Rescue Authorities who have introduced a Capability Procedure, in order to identify best practice and any lessons learnt.

The Group acknowledged that under its current Terms of Reference, this Group had taken this review as far as they could. The Group felt that further scrutiny would be required once officers had undertaken the necessary work, in order to scrutinise the proposed Capability Procedure and any amendments made to existing policies and procedures as a result. However, in order for this scrutiny to take place, the Terms of Reference for the Group would need to be expanded.

The Group resolved that:

A report be drafted for the meeting of the Performance & Scrutiny Committee on the 30th May 2013 on behalf of the Group and circulated to Members for their consideration, recommending that:

- i. Officers be requested to complete a review of all policies and procedures relevant to sickness in the Organisation.
- ii. the Committee establish a further Task & Finish Group to scrutinise relevant documentation once this review has been completed; and expand the Groups Terms of Reference to incorporate this.
- iii. Any such Task & Finish Group comprise of the same Members as the current Group, namely Cllrs Niblock, Newman and Gladden, due to these Members having acquired the background knowledge to scrutinise these documents effectively.
- iv. Consideration of options for an Attendance Incentive Scheme, be incorporated within the Terms of Reference for any re-established Task & Finish Group.
- v. All papers for any future Task & Finish Groups be sent to Members 5 working days prior to the date of the meeting, to ensure that Members have sufficient time to consider these properly.
- vi. Wherever a Task & Finish Group is established, a draft programme of work be provided including forward planning of meeting dates.

3. Consideration Of Options For Attendance Incentive Scheme

Further to the conclusion that this Task & Finish Group have taken this review as far as they can within their current Terms of Reference, the Group agreed that this item be deferred and will recommend within their report back to the Performance & Scrutiny Committee that this be incorporated within the Terms of Reference of any re-convened Task & Finish Group.

4. Consideration Of Draft Committee Report

Due to the conclusion of the Group that the scope of this work needs to be expanded, in terms of taking a holistic approach to reviewing policies and procedures in relation to sickness; and the expansion of the Groups Terms of Reference, the Group requested that an amended Committee Report be drafted on behalf of the Group, containing the recommendations as outlined under item 2.

5. Determination Of Work Plan/ Actions

The Group agreed that an amended report be drafted on behalf of the Group (as outlined under item 2) and that this be circulated to Members of the Group for their consideration, prior to submission to the Performance & Scrutiny Committee on 30th May 2013.

6. Date Of The Next Meeting

As the Group concluded that they had taken the current review as far as they could under its existing Terms of Reference, there are to be no further meetings of this Group as it stands, unless the Group wish to meet to discuss the Report prior to it being submitted.