

County Durham and Darlington Fire and Rescue Service

Minutes of a meeting of the **Human Resources Committee** held at Fire HQ on **Tuesday 21 November 2023** at **1000 hours**.

Present: Cllr C Martin in the Chair

Durham County Council: Cllr J Cairns

Darlington Borough Council: D Ray

Officers: K Metcalfe

Part A

1 Apologies

Apologies were received from Cllrs A Batey, C Marshall and J Quinn.

2 Minutes of previous meeting – 5 September 2023

The minutes of the meeting held on 5 September 2023 were agreed as a true and accurate record.

3 Sickness Absence Performance Quarter Two 1 April 2023 to 30 September 2023

K Metcalfe introduced the report which provided an update on sickness performance for the period 1 April 2023 to 30 September 2023.

Members commented on the rise in covid related absence noting that it was expected at this time of year.

The Committee **noted** the report.

4 Health and Safety Report Quarter Two 1 April 2023 to 30 September 2023

K Metcalfe introduced the report which provided Members with a summary of the Service's health and safety performance for the end of the second quarter of the 2023/24 reporting period.

Cllr D Ray highlighted the BA set failure near miss and queried the checks process. K Metcalfe confirmed that testing takes place at the beginning of every shift. The near miss was reported from a training exercise where the sets are older and used more frequently. K Metcalfe also noted that the wash facility was a fairly new process and procedures have been reviewed with Draeger.

The Committee **noted** the report.

5 Equality, Diversity and Inclusion

K Metcalfe introduced the report which updated members on the work carried out by the Service's Equality, Diversity and Inclusion Group.

Cllr D Ray commented that Fire Service attendance at Darlington pride had been noticed and appreciated.

The Committee **noted** the report.

Part B

6 Employee Relations Update

K Metcalfe introduced the report which provided details of informal and formal complaints received by the Service from its workforce as well as the instigation of any disciplinary action for the period 1 April 2023 to 30 September 2023.

Discussion took place around the introduction of the report to assist with the Service's transparency and governance around misconduct.

Members commented on how useful the report would be going forward.

The Committee **noted** the report.