

<p>Minutes of the Executive Committee</p>
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19th May, 2008, at 10.00 am
at Fire Service Headquarters,
Lancaster Circus Queensway, Birmingham

Present: Councillor Howard (Chairman);
Councillor Ward (Vice-Chairman);
Councillors S Davis, Hinton, Idrees and Stevenson
(Substitute Member).

Apologies: Councillors Foster and Jackson.

21/08 **Analysis of Progress towards Key Objectives – Final Quarterly Report 2007/08**

The Committee noted a report setting out progress made towards achieving key objectives from Department and Operation Command Areas' Action Plans from January to March, 2008. Progress over 2007/08 had been excellent with only two key objectives outstanding: it had not been possible to commence the installation of smoke alarm fitting kits on pumps pending rationalisation of equipment storage; and work on inspection of houses in multiple occupation had been delayed pending receipt of Government guidance.

22/08 **Recruitment Task and Finish Group**

The Committee noted the actions taken as a result of the findings of the Recruitment Task and Finish Group which comprised the Lead Member for Equality and Diversity [Councillor Bowen, and subsequently Councillor Foster], and officers from the Human Resources Team.

The Group was established in April 2007 to consider what actions could be taken by the Brigade to encourage those from under-represented groups to consider a career in the Fire Service.

As a result of the work of the Task and Finish Group, the following actions had been taken:

Executive Committee
19th May, 2008

- Selection and recruitment processes for uniformed and non-uniformed staff up to appointment stage were now dealt with by a single team to ensure consistency of approach
- The Recruitment Team carried out a variety of positive action initiatives in order to improve diversity in the workplace and to inspire those from under-represented groups to consider a career in the Fire Service
- The Recruitment Team would be introducing a wider range of assessment techniques to supplement the interview process
- The Recruitment Team would be reviewing its marketing materials to ensure that the profile of the West Midlands Fire Service as an employer of choice was raised and that a clear statement regarding equality and diversity was included.
- The possibility of using an advertising agency for recruitment was being investigated.
- Application forms had been reviewed and improved.
- Consideration was being given to innovative recruitment methods for more senior uniformed posts.

Members felt that this was an excellent report, and the Chief Fire Officer thanked all members of the Task and Finish Group for their contribution to diversity within the organisation.

23/08 Exclusion of the Public and Press

Resolved that the public and press be excluded from the rest of the meeting to avoid the possible disclosure of exempt information under Part I of Schedule 12A to the Local Government Act, 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 relating to the financial or business affairs of any particular person, (including the authority holding that information.)

24/08 Procurement of Targeted Response Vehicles

The report was withdrawn.

Executive Committee
19th May, 2008

(Meeting ended at 10.15 am)

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