

**Shropshire and Wrekin Fire and Rescue Authority**  
**Human Resources Committee Meeting**  
at Headquarters, Shrewsbury  
on Thursday, 21 March 2013 at 2.00 pm

**Agenda**

**1 Apologies for Absence**

**2 Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter, in which they have a Disclosable Pecuniary Interest, and should leave the room prior to the commencement of the debate.

**3 Minutes**

**For decision**

Members are asked to agree the non-exempt minutes of the Human Resources Committee held on 18 October 2012, attached marked **3**, and that they be signed by the Chair as a correct record.

**4 Public Questions**

Members are asked to receive any questions, statements or petitions, of which notice has been received, from members of the public.

**5 Human Resources Committee Work Plan 2013/14**

**For decision**

This report, attached marked **5**, reviews progress against the Human Resources Committee 2012/13 Work Plan and puts forward a 2013/14 Work Plan for consideration and approval by Members.

**6 Human Resources Committee  
Terms of Reference and Procedure**

**For decision**

This report, attached marked **6**, provides details of the Terms of Reference of the Human Resources Committee and the Appeals Hearings Procedure for review by this Committee.

**7 Role Descriptions for Committee Chair and Vice-Chair**

**For decision**

This report, attached marked **7**, asks Members to review the existing Role Descriptions for the Chair and Vice-Chair of the Human Resources Committee and make recommendations regarding any additions and / or amendments required to the Fire Authority.

## **8 Member Development**

### **For decision**

This report, attached marked **8**, updates the Committee on Member development activity over the past year and proposes a Training and Development Plan for the year April 2013 to March 2014.

## **9 Part Time Workers (Prevention of Less Favourable Treatment) Regulations Agreement**

### **For information**

Fire and Rescue Services National Employers Circulars EMP/01/13 and EMP/02/13 are attached, marked **9a** and **9b** respectively. These provide an update on the current position, where the majority of eligible individuals have received compensatory offers and the final stage is underway. This stage extends offers to those, who are not union members but are nonetheless covered by the terms of the settlement agreement with the Fire Brigades Union, and those union members, where it has not been possible to match them against the membership data.

## **10 Reasonable Adjustments**

### **For information**

This report, attached marked **10**, provides Members with an overview of reasonable adjustments that have been made for employees to support them whilst in the Service's employment.

## **11 Progress on Implementation of the Single Equality Scheme Action Plan**

### **For information**

This report, attached marked **11**, updates Members on the progress of actions identified within the Single Equality Scheme Action Plan from March 2012 to February 2013.

## **12 Equality Monitoring Statistics**

### **For information**

This report, attached marked **12**, provides Members with an overview of the Service's Equality Monitoring Statistics.