

**Shropshire and Wrekin Fire and Rescue Authority
 Human Resources Committee
 Proposed Work Plan 2013/14**

	Action	Who is responsible	Completion Date
1	Approve the Committee's 2013/14 Work Plan	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	March 2013
2	Review the Committee's Terms of Reference and Procedure	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	March 2013 to go to the Fire Authority in April
3	Review Role Descriptions for the Chair and Vice-Chair of the Committee	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	March 2013 to go to the Fire Authority in April
4	Receive progress report on the Single Equality Scheme	Human Resources Committee, assisted by Equality and Diversity Officer	March 2013
5	Receive a report on Member Development	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR)	March 2013
6	Receive report on Reasonable Adjustments Update	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Equality and Diversity Officer	March 2013

	Action	Who is responsible	Completion Date
7	Elect Chair and appoint Vice-Chair	Human Resources Committee	October 2013
8	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities	Human Resources Committee, assisted by the Corporate Services Manager	October 2013
9	Receive annual report on work of the Equality and Diversity Steering Group	Human Resources Committee, assisted by the Equality and Diversity Officer	October 2013
10	Receive progress reports on the Shropshire Partnership Equalities Forum and Rights and Fairness Telford (RAFT)	Human Resources Committee, assisted by the Equality and Diversity Officer	October 2013
11	Receive report on post deletions from Public Value process	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR)	October 2013
12	Receive report on Occupational Health provision	Human Resources Committee, assisted by the HR Manager	October 2013
13	Approve the Committee's 2013/14 Work Plan	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2014
14	Review the Committee's Terms of Reference	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2014 to go to the Fire Authority in July
15	Review Role Descriptions for the Chair and Vice-Chair of the Committee	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2014 to go to the Fire Authority in July

	Action	Who is responsible	Completion Date
16	Prepare an Annual Report on the work of the Committee during 2013 for submission to the Fire Authority	Human Resources Committee, assisted by the Assistant Chief Fire Officer and Corporate Services Manager	April 2014 to go to the Fire Authority in July
17	Receive progress report on the Single Equality Scheme	Human Resources Committee, assisted by the Equality and Diversity Officer	April 2014
18	Receive a report on Member Development	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR)	April 2014
19	Receive annual statistics report	Human Resources Committee, assisted by the Equality and Diversity Officer	April 2014
20	Receive a report on Reasonable Adjustments Update	Human Resources Committee, assisted by the Assistant Chief Fire Officer (HR) and Equality and Diversity Officer	April 2014
21	Receive exempt minutes from Appeals Hearings Panel and Pensions Panel	Human Resources Committee and Corporate Services Manager	As and when required
22	Receive reports on the outcome of staff surveys and audits	Human Resources Committee and appropriate officers	As and when required
23	Ensure provision of appropriate development for all Members of the Fire Authority	Human Resources Committee, Chief Fire Officer, Assistant Chief Fire Officer (HR) and external agencies, where appropriate	Ongoing