

Human Resources Committee Work Plan 2013/14

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report 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.

2 Recommendations

Members are asked to:

- a) Note progress made against the Human Resources Committee 2012/13 Work Plan; and
- b) Approve the Work Plan for 2013/14, attached as an appendix, subject to any amendments / comments they may wish to make.

3 Background

In April 2011 the Human Resources Committee established its first annual Work Plan. The Plan sets out in a structured manner what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference are carried out in a timely manner and that no deadlines are missed.

The draft 2013/14 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2012/13 Work Plan

Having carried out a review of the 2012/13 Work Plan, officers can confirm that all of the activities, listed in the Plan, have been carried out or are included on the agenda for this meeting of the Committee.

5 Proposed 2013/14 Work Plan

During the review officers also considered what activities should be included in the next Work Plan, taking into account any recent developments. Attached as an appendix to this report is a draft 2013/14 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee and the Chair of the Committee, assisted by the Chief Fire Officer, Assistant Chief Fire Officer, Corporate Services Manager, Equality and Diversity Officer and other appropriate officers, when required.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

6 Financial Implications

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

7 Legal Comment

The Human Resources Committee is not legally required to have in place a Work Plan. This does, however, represent good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

8 Risk Monitoring

When writing this report officers have reviewed Brigade Order 3 Part 2 Risk Management Protocol and have determined that there are no risk implications associated with it.

9 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising specifically from this report. An Initial Equality Impact Assessment has not, therefore, been completed.

It is likely, however, that such assessments will be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

10 Appendix

Human Resources Committee Proposed Work Plan March 2013/14

11 Background Papers

There are no background papers associated with this report.