

**Shropshire and Wrekin Fire and Rescue Authority  
Human Resources Committee  
Work Plan April 2012 to April 2013**

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Approve the Committee's 2012/13 Work Plan	Human Resources Committee and Corporate Services Manager	April 2012
2	Review the Committee's Terms of Reference	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2012
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, following consultation with the Chair and Vice-Chair of the Committee	April 2012
4	Receive report on progress on Single Equality Scheme	Human Resources Committee and Equality and Diversity Officer	April 2012
5	Receive a report on Member Development	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2012
6	Receive report on Reasonable Adjustments Update	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
7	Elect Chair and appoint Vice-Chair	Human Resources Committee	September 2012
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 and Corporate Services Manager	September 2012
9	Receive annual report on work of the Equality and Diversity Steering Group	Human Resources Committee and Equality and Diversity Officer	September 2012
10	Receive progress reports on the Shropshire Partnership Equalities Forum and Rights and Fairness Telford (RAFT)	Human Resources Committee and Equality and Diversity Officer	September 2012
11	Approve the Committee's 2013/14 Work Plan	Human Resources Committee and Corporate Services Manager	April 2013
12	Review the Committee's Terms of Reference	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2013
13	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, following consultation with the Chair and Vice-Chair of the Committee	April 2013
14	Receive report on progress on Single Equality Scheme	Human Resources Committee and Equality and Diversity Officer	April 2013

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
15	Receive a report on Member Development	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2013
16	Receive annual statistics report	Human Resources Committee and Human Resources Manager	April 2013
17	Receive report on Reasonable Adjustments Update	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2013
18	Receive exempt minutes from Appeals Hearings Panel and Pensions Panel	Human Resources Committee and Corporate Services Manager	As and when required
19	Receive reports on the outcome of staff surveys and audits	Human Resources Committee and appropriate officers	As and when required
20	Ensure provision of appropriate development for all Members of the Fire Authority	Human Resources Committee, Chief Fire Officer, Assistant Chief Fire Officer (HR), Treasurer, Head of Finance and external agencies, where appropriate	Ongoing