

# Human Resources Committee Constitution and Training

## Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

### 1 Purpose of Report

This report brings the latest version of the Committee's constitution to the notice of its Members and asks them to consider whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

### 2 Recommendations

Members are asked to:

- a) Note the constitution of the Human Resources Committee (attached as an appendix); and
- b) Consider and decide whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

### 3 Committee Constitution

At its Annual Meeting in July each year, the Fire Authority may agree changes in the membership and terms of reference of its committees. It is, therefore, considered good practice for each of the committees to revisit its constitution at the first meeting, which takes place after the Fire Authority Annual Meeting, to ensure that Members are familiar with the latest terms of reference. Accordingly, the constitution of the Human Resources Committee is attached as an appendix to this report.

## **4 Training Issues**

Included in the terms of reference of the Committee is:

“To ensure the provision of appropriate training and development to all Members of the Committee to enable them to discharge their responsibilities”.

Members are, therefore asked to consider and decide whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

## **5 Financial Implications**

There may be some cost implications relating to the provision of training for Members but these are as yet unknown.

## **6 Legal Comment**

There are no legal implications arising from this report.

Bringing the latest version of the Committee’s constitution to the notice of its Members is not a legal requirement but represents good practice.

## **7 Initial Impact Assessment**

This report merely brings the existing terms of reference of the Committee to the notice of its Members. An Initial Impact Assessment has not, therefore, been completed.

## **8 Appendix**

Human Resources Committee Constitution

## **9 Background Papers**

There are no background papers associated with this report.

## Human Resources Committee

### Quorum - 4

### Members - 7

Peter Adams (Conservative) - Chair  
Joyce Barrow (Conservative)  
Frances Bould (Labour)  
Peter Cherrington (Independent)  
Terry Kiernan (Conservative) – Vice-Chair  
Roy Picken (Labour)  
Mal Price (Conservative)

### Meeting Dates

#### 2013

21 March  
17 October

All meetings take place at 2.00 pm at Service Headquarters, unless otherwise advised.

### Terms of Reference

To consider human resource strategies and make recommendations to the Authority

To consider reports on the progress of regional and national human resource activities and make recommendations to the Authority, where appropriate

To consider and monitor staffing requirements, the establishment scheme and human resource policies for the Authority and make recommendations to the Authority

To consider fundamental amendments to locally determined conditions of service and make recommendations to the Authority

To consider reports regarding the induction, training and development needs of Members and officers, regularly review those needs and make recommendations to the Authority

To review at least annually, and more frequently, if changes are required sooner, its terms of reference to ensure that they are up-to-date, and make recommendations for change to the Fire Authority

To review and agree the role descriptions of the Committee's Chair and Vice-Chair

To ensure that equality of opportunity and diversity at work issues are promoted, implemented and monitored by the Authority and the Service

To consider reports on employee pension schemes and make recommendations to the Authority

To receive reports on Occupational Health provision and make recommendations to the Fire Authority, where appropriate

To review and amend, where required, the processes and procedures for dealing with:

- Appeals against grading and market factor supplement decisions (including rank to role)
- Grievances
- Appeals against the application or interpretation of conditions of service
- Appeals against dispute in accordance with the Collective Disputes Procedure
- Appeals Hearings cases

To ensure the provision of appropriate training and development to all Members of the Committee to enable them to discharge their responsibilities

## Appeals Hearings

### Quorum – 3

### Members – 7

Although all Members of the Human Resources Committee will be eligible to participate in appeals hearings, the number participating in any hearing will be limited to 3. Steps will be taken to ensure that wherever practicable political balance is achieved.

### Terms of Reference

To undertake the following functions which apply to those employees who come within the jurisdiction of the Fire Authority:

- To consider and determine appeals against grading and market factor supplement decisions (including rank to role)
- To consider and determine grievances in accordance with the Grievance Procedure
- To consider and determine appeals against the application or interpretation of conditions of service
- To consider and determine any appeal against a decision of a Brigade Manager / Brigade Managers relating to individual cases of long-term sickness and pay
- To consider and determine any appeal against a decision of a Brigade Manager / Brigade Managers relating to the ill-health retirement or dismissal for health-related reasons of any employee
- To consider and determine any appeal against a decision of a Brigade Manager / Brigade Managers relating to powers exercised under firemen's and firefighter pension scheme legislation and related legislation in respect of ill-health retirements, except where that appeal is against a medical decision
- To consider and determine appeals at Internal Dispute Resolution Procedures Stage 2 with regard to the firemen's and firefighter pension schemes and the Firefighters' Compensation Scheme
- To consider and determine appeals against dismissal under the disciplinary process
- To consider and determine appeals against dispute in accordance with the Collective Disputes Procedure