

Human Resources Committee Work Plan 2011-12

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 seeks to establish a Work Plan for the Human Resources Committee for the period April 2011 to April 2012.

2 Recommendations

The Committee is asked to approve the Human Resources Committee Work Plan, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

3 Background

The Human Resources Committee has been established for a number of years and carries out various functions in accordance with its terms of reference. Some of those functions must take place at specific times in order to comply with statutory deadlines and to feed the Committee's recommendations into meetings of the Fire Authority in a timely manner.

In order to provide some structure to the work undertaken by the Committee and to ensure that it carries out all of its functions it is proposed that an annual Work Plan is established.

4 Proposed Work Plan

Attached as an appendix is a draft Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the period April 2011 to April 2012. If the Work Plan is accepted, it is proposed that it will be refreshed annually.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, its Chair and Vice-Chair, the Chief Fire Officer, Assistant Chief Fire Officer (Human Resources), Human Resources Manager and other relevant 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.

5 Financial Implications

There are no direct financial implications attached to the introduction 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.

6 Legal Comment

Establishing a Work Plan for the Human Resources Committee is not a legal requirement but represents 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.

7 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 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.

8 Appendix

Human Resources Committee Proposed Work Plan
April 2011 to April 2012

9 Background Papers

There are no background papers associated with this report.

**Shropshire and Wrekin Fire and Rescue Authority
Human Resources Committee
Work Plan April 2011 to April 2012**

	Action	Who is responsible	Completion Date
1	Approve the Committee's 2011/12 Work Plan	Human Resources Committee and Corporate Services Manager	April 2011
2	Review the Committee's Terms of Reference	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2011
3	Review the Appeals Committee's Terms of Reference	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2011
4	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 2011
5	Receive report on progress on Single Equality Scheme	Human Resources Committee and Equality and Diversity Officer	April 2011
6	Receive a report on Member Development	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2011
7	Receive report on Equality and Diversity work at Fire Stations	Human Resources Committee and Equality and Diversity Officer	April 2011
8	Receive report on Reasonable Adjustments Update	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2011

	Action	Who is responsible	Completion Date
9	Elect Chair and appoint Vice-Chair	Human Resources Committee	September 2011
10	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 2011
11	Receive annual report on work of the Equality and Diversity Steering Group	Human Resources Committee and Equality and Diversity Officer	September 2011
12	Receive progress reports on the Shropshire Partnership Equalities Forum and Telford Human Rights , Equality and Diversity Partnership	Human Resources Committee and Equality and Diversity Officer	September 2011
13	Approve the Committee's 2012/13 Work Plan	Human Resources Committee and Corporate Services Manager	April 2012
14	Review the Committee's Terms of Reference	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2012
15	Review the Appeals Committee's Terms of Reference	Human Resources Committee assisted by the Assistant Chief Fire Officer (HR) and Corporate Services Manager	April 2012
16	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

17	Receive report on progress on Single Equality Scheme	Human Resources Committee and Equality and Diversity Officer	April 2012
18	Receive a report on Member Development	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2012
19	Receive annual statistics report	Human Resources Committee and Human Resources Manager	April 2012
20	Receive report on Equality and Diversity work at Fire Stations	Human Resources Committee and Equality and Diversity Officer	April 2012
21	Receive report on Reasonable Adjustments Update	Human Resources Committee and Assistant Chief Fire Officer (HR)	April 2012
22	Receive any exempt minutes from Appeals Committee and Pensions Panel	Human Resources Committee and Corporate Services Manager	As and when required
23	Receive reports on the outcome of staff surveys and audits	Human Resources Committee and appropriate officers	As and when required
24	Ensure provision of appropriate development for all Members of the Fire Authority	Human Resources Committee, Chief Fire Officer, Assistant Chief Fire Officer (HR), Treasurer, Principal Accountant and external agencies, where appropriate	Ongoing