

# Human Resources Committee

## Terms of Reference and Procedure

### 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 provides details of the Terms of Reference of the Human Resources Committee and the Appeals Hearings Procedure for review by this Committee.

## 2 Recommendations

Members are asked to review:

- a) The Terms of Reference of the Human Resources Committee (attached at Appendix A) and make any recommendations for changes, as appropriate, to the Fire Authority; and
- b) The Appeals Hearings Procedure (attached at Appendix B) and agree any changes required.

## 3 Background

The Human Resources Committee reviews its Terms of Reference annually and this action is included in the Committee's Work Plan for April 2012. The Committee is, therefore, asked to consider whether any additions or amendments are required to the Terms of Reference (attached at Appendix A) and make recommendations, as appropriate, to the Fire Authority.

The Terms of Reference of the Committee include the responsibility to review and amend, where necessary, the processes and procedures for dealing with appeals cases. Members are asked to review the Procedure for considering appeals against final written warning / dismissal / summary dismissal (attached at Appendix B) and agree any changes required.

## 4 Terms of Reference

Officers have reviewed the Committee's Terms of Reference and propose the following amendments:

### **To move**

*To consider and determine appeals against dispute in accordance with the Collective Disputes Procedure*

so that it appears under the jurisdiction of Appeals Hearings. As this is an appeal function it would seem more logical to include it here.

### **To reword**

*To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities*

as follows:

*To ensure the provision of appropriate training and development to ~~ensure~~ **enable them** that all Members of the Committee are able to discharge their responsibilities*

as this is less repetitive.

**To replace** (at bullet points six and seven under Appeals Hearings)  
*'Firemen's Pension Scheme and the New Firefighters Pension Scheme'* and  
*'Firemen's Pension Scheme, the New Firefighters Pension Scheme, National Firefighters' Pension Scheme'*

with:

***firemen's and firefighter pension scheme legislation***

to avoid having to make changes whenever a new scheme is introduced.

The proposed Terms of Reference are attached at Appendix A to this report. Deletions are shown struck through and additions in bold italics.

## 5 Appeals Hearings Procedure

Members are asked to review the Appeals Hearings Procedure, which is attached at Appendix B.

It should be noted that this procedure has been developed in relation to appeals relating to dismissal under the disciplinary process and it may, therefore, be necessary for the procedure to be varied for other types of appeal.

## **6 Financial Implications**

There are no direct financial implications resulting from this report. There may, however, be financial implications associated with some of the responsibilities listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

## **7 Legal Comment**

Any proposed changes to the Committee's Terms of Reference must be approved at a meeting of the full Fire Authority.

The Human Resources Committee has the power (under its Terms of Reference) to amend the processes and procedures for dealing with appeals cases.

## **8 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.

## **9 Appendices**

### **Appendix A**

Human Resources Committee Terms of Reference

### **Appendix B**

Appeals Hearings Procedure

## **10 Background Papers**

There are no background papers associated with this report.