

Committee Work Plan 2014/15

Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report reviews progress against the 2013/14 Work Plans for both the Standards and Human Resources Committees and puts forward a 2014/15 Work Plan for the merged Committee consideration and approval by Members.

2 Recommendations

Members are asked to consider and approve the 2014/15 Work Plan, attached as an appendix, subject to any amendments / comments they may wish to make.

3 Background

For a number of years the business of the Human Resources and the Standards Committees has been conducted in accordance with an annual Work Plan. The Plans have set out, in a structured manner, what the activities will be throughout the year for each Committee, thus ensuring that the responsibilities imposed by their terms of reference are carried out in a timely manner.

4 Draft 2014/15 Work Plan

Following the merger of the Standards and Human Resources Committees, officers have amalgamated the respective Work Plans. Attached as an appendix to this report is a draft 2014/15 Work Plan, outlining all of the activities which, it is expected, the new, merged Committee will need to carry out during the coming year. The Committee is asked to provide any comments or suggestions with regard to the draft and approve the contents.

Members will note from the draft Work Plan that officers will carry out the annual review of certain documents as normal. To reduce the burden on the Committee and also stationery and postage costs, it is proposed, however, that these documents are brought before the Committee, only if material changes are proposed. No report would be presented, if no, or only minor non-material, changes were required. The latter would be dealt with by officers.

Responsibility for undertaking actions in the Work Plan varies but includes this Committee, the Monitoring Officer, Deputy Monitoring Officer, Assistant Chief Fire Officer – Corporate Services, Corporate Support Manager, Human Resources Manager and other appropriate officers, as required.

5 Review of 2013/14 Work Plans

Having carried out a review of the 2013/14 Work Plans, officers can confirm that all activities, listed in the Plans, have been carried out on time.

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

There is no legal requirement for the Standards and Human Resources Committee to have a Work Plan but it does 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 Initial Impact Assessment

The Work Plan merely lists the work to be conducted by the Committee throughout the year. An Initial Impact Assessment has not, therefore, been completed. It is possible, however, that such assessments may be required in respect of individual activities contained in the Work Plan, which would be completed at the appropriate time.

9 Equality Impact Assessment

As there are no discriminatory practices or differential impacts upon specific groups arising from this report, an Initial Equality Impact Assessment has not been completed. As stated above, however, assessments may be required from time to time in respect of individual actions contained in the Work Plan.

10 Appendix

Standards and Human Resources Committee Proposed Work Plan 2014/15

11 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire Authority Standards and Human Resources Committee Proposed Work Plan 2014/15

	Action	Who is responsible	Completion Date
1	Following the Annual Meeting of the Fire Authority, elect a Committee Chair and appoint a Vice-Chair	Committee	October 2014
2	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities	Corporate Support Manager	October 2014
3	Review Code of Conduct and recommend any changes to the Fire Authority	Committee, assisted by the Monitoring Officer, and Corporate Support Manager	October 2014 Any proposed changes to go to December Fire Authority meeting
4	Officers to review Code of Conduct complaints documentation and publicity	Monitoring Officer and Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2014
5	Officers to review / update Fire Authority Members' Register of Interest forms	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2014

	Action	Who is responsible	Completion Date
6	Officers to review Committee Dispensations Procedure and Application Form	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2014
7	Receive report on post deletions from Public Value process	Assistant Chief Fire Officer – Corporate Services	October 2014
8	Receive annual report on work of the Equality and Diversity Steering Group	Equality and Diversity Officer	October 2014
9	Receive progress reports on Fairness Respect Equality Shropshire (FRESH) Shropshire and Rights and Fairness Telford (RAFT)	Equality and Diversity Officer	October 2014
10	Receive report on occupational health provision	Human Resources Manager	October 2014

11	Review the Committee's constitution and training needs	Committee, assisted by the Monitoring Officer, Assistant Chief Fire Officer – Corporate Services and Corporate Support Manager	April 2014 Any proposed changes to go to April Fire Authority meeting
12	Officers to review Role Descriptions for the Chair and Vice-Chair of the Committee and Role Description and Skills and Competencies of the Independent Person	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	April 2014

	Action	Who is responsible	Completion Date
13	Approve the Committee's 2014/15 Work Plan	Committee assisted by the Assistant Chief Fire Officer – Corporate Services and Corporate Support Manager	April 2014
14	Receive a report on Member Development	Assistant Chief Fire Officer – Corporate Services	April 2014
15	Officers to review Protocol on Member / Officer Relations	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	April 2014 Any proposed changes to go to April Fire Authority meeting
16	Review Protocol on Gifts and Hospitality for Members	Committee, assisted by the Corporate Support Manager	April 2014 Any proposed changes to go to April Fire Authority meeting
17	Provide update on Code of Conduct Complaints	Monitoring Officer or Deputy Monitoring Officer	April 2014
18	Receive progress report on implementation of the Single Equality Scheme Action Plan	Equality and Diversity Officer	April 2014
19	Receive report on equality monitoring statistics	Equality and Diversity Officer	April 2014
20	Receive update report on reasonable adjustments	Equality and Diversity Officer	April 2014

	Action	Who is responsible	Completion Date
21	Deal with dispensation applications	Committee and Monitoring Officer	As and when applications are made
22	Receive summary of Hearings Panel and Pensions Panel decisions	Committee and Corporate Support Manager	As and when required
23	Receive reports on the outcome of staff surveys and audits	Committee and appropriate officers	As and when required
24	Ensure provision of appropriate training and development for all Members of the Fire Authority and Independent Persons	Committee, Monitoring Officer and Assistant Chief Fire Officer – Corporate Services	Ongoing responsibility