

Annual Report of the Human Resources Committee

Report of the Human Resources Committee

For further information about this report please contact Chief Fire Officer Paul Raymond on 01743 260203 or Assistant Chief Fire Officer Louise McKenzie on 01743 260205.

1 Purpose of Report

This report advises of the work carried out by the Fire Authority's Human Resources Committee during 2011.

2 Recommendations

The Fire Authority is asked to note the report.

3 Background

This report sets out the work carried out by the Human Resources (HR) Committee during 2011 in accordance with the agreed Fire Authority Work Plan.

4 Constitution and Meetings

The constitution of the HR Committee was reviewed during the course of the year along with the Terms of Reference for both the HR Committee and the Appeals Committee and the role descriptions for the Committee Chair and Vice-Chair.

Membership of the HR Committee is 7 with a quorum of 4. Since the last annual report the HR Committee has continued to be chaired by Councillor Peter Adams.

During the period of review the HR Committee met twice: once in April and once in September 2011.

5 Role of the Committee

The terms of reference for the HR Committee include considering human resource policy and strategies and staffing requirements and making recommendations to the Fire Authority along with making recommendations to the Authority on the process for the appointments at Brigade Manager level and other defined posts, as necessary.

The HR Committee also deals with equality and diversity initiatives and schemes, grievance related matters and appeals through its appeal hearings panel.

The full terms of reference of the HR Committee can be found in Section 3 of the Members' Handbook

For ease of reference this report splits the work carried out by the HR Committee into three main areas:

- Policy and strategy;
- Equality and Diversity related matters; and
- Employee-related matters

6 Policy and Strategy

The Committee agreed its own work-plan in April 2011.

In September 2011 the Committee agreed the modification and updating of the internal disputes resolution process used within the occupational pensions process to reflect changes previously made to the Committee structure.

Member development was also considered and a plan was agreed. However this was subject to further change as a result of the activities later undertaken by the constituent authorities.

7 Equality and Diversity Related Matters

Under its own work plan the HR Committee receives a report of the work of the Service's Equality and Diversity (E&D) Steering Group on a regular basis. In April the Committee received a report, providing an overview of the reasonable adjustments that had been made for employees with a disability along with updates on E&D work at Fire Stations and the progress on the implementation of the Single Equality Scheme.

The Committee was also updated on the settlement of the long-running Part-Time Workers (prevention of less favourable treatment) Fire Brigades Union employment tribunal case. This update contained detailed information as to the changes necessary to national terms and conditions for affected staff, given that they have achieved part-time worker status.

In September 2011 the Committee received a report on the work of Rights and Fairness Telford (RAFT) and the Shropshire Partnership Equalities Forum and also noted a paper detailing the requirements placed upon the public sector under Section 149 of The Equality Act 2010.

8 Employee Related Matters

In April 2011 the Committee recommended to the Fire Authority that requests from staff to undertake outside employment be delegated to officers for decision. This had the effect of streamlining and speeding up the process of consideration for staff and reducing the bureaucracy involved in bringing those reports before the Committee.

The Appeals Panel of the Committee also considered two cases during the period under review.

9 Financial Implications

There are no financial implications arising from this report.

10 Legal Comment

There are no legal implications arising from this report.

11 Equality Impact Assessment

This report is purely an update on the work of the Committee for the calendar year 2012 and it, therefore, has no impact on people. Accordingly, an Equality Impact Assessment has not been completed.

12 Appendices

There are no appendices attached to this report.

13 Background Papers

There are no background papers associated with this report.