

## Human Resources Committee Terms of Reference

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260203 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, as they appear in the Fire Authority's Members' Handbook, for review by this Committee.

#### 2 Recommendations

That the Human Resources Committee review its Terms of Reference and make any recommendations for changes, as appropriate, to the Fire Authority

#### 3 Background

The Human Resources Committee reviews its Terms of Reference annually and this action is included in the Committee's Work Plan for May 2010. The Committee is, therefore, asked to consider whether any additions or amendments are required to the Terms of Reference (attached as an Appendix) and make recommendations, as appropriate, to the Fire Authority.

#### 4 Officer Review

Officers have reviewed the Committee's Terms of Reference and propose that the reference, two thirds of the way down on page two, to the 'Health Panel' be amended to the 'Appeals Committee', as the former no longer exists.

## 5 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.

## 6 Legal Comment

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

## 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.

## 8 Appendix

Human Resources Committee Terms of Reference

## 9 Background Papers

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Business Continuity Planning		Legal	
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Area Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	
Integrated Risk Management Planning			

## **Human Resources Committee**

### **Quorum - 4**

### **Members – 7**

Peter Adams (Conservative) **(Chair)**  
Joyce Barrow (Conservative)  
Bob Groom (Independent)  
Nigel Hartin (Liberal Democrat) **(Vice-Chair)**  
Terry Kiernan (Conservative)  
Roy Picken (Labour)  
Mal Price (Conservative)

### **Meeting Dates**

#### **2010**

14 January 2010

27 May 2010

30 September 2010

All meetings take place at 2.00 pm in the Conference Room 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 make recommendations to the Authority on the process for appointments to the posts of Chief Fire Officer, Deputy Chief Fire Officer, Treasurer, Monitoring Officer, Deputy Monitoring Officer and Clerk, as necessary.

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

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

- To ensure that equality of opportunity and diversity at work issues are promoted, implemented and monitored by the Authority and the Service
- To consider and determine applications by uniformed personnel for permission to undertake outside employment, and to set conditions under which approval might be granted
- 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, except where that grievance relates to a decision of the Chief Fire Officer on level of sick pay; ill-health retirement or dismissal for health related reasons; or powers exercised under the Firemen's Pension Scheme and related legislation in respect of ill-health retirements
- To consider and determine appeals against the application or interpretation of conditions of service, except where that appeal relates to a decision of the Chief Fire Officer on level of sick pay
- To consider and determine appeals against dispute in accordance with the Collective Disputes Procedure
- To consider reports on employee pension schemes and make recommendations to the Authority
- To receive minutes from the **Appeals Committee** ~~Health Panel~~

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

- Applications for outside employment
- 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 Committee cases

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