

Human Resources Committee Constitution, Training and Meetings

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 brings the latest version of the Committee's constitution to the notice of its Members and asks them to consider whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role. Finally, it asks Members to consider whether the meetings of the Committee could be reduced from three to two per year.

2 Recommendations

Members are asked to:

- a) Note the constitution of the Human Resources Committee (attached as an appendix);
- b) Consider and decide whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role; and
- c) Decide whether the meetings of the Committee could be reduced from three to two per year.

3 Committee Constitution

At its Annual Meeting in July each year the Fire Authority may agree changes in the membership and terms of reference of its committees. It is, therefore, considered good practice for each of the committees to revisit its constitution at the first meeting, which takes place after the Fire Authority Annual Meeting, to ensure that Members are familiar with the latest terms of reference. Accordingly, the constitution of the Human Resources Committee is attached as an appendix.

4 Training Issues

Included in the terms of reference of the Committee is:

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

Members are, therefore asked to consider and decide whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

5 Meetings

Currently, the Human Resources Committee meets three times per year and most of the reports it receives are for information purposes only. The Fire Authority is now looking to reduce information items at all of its meetings and those of its committees. To this end a dedicated Member section of the Brigade website is soon to be launched, on which information items will be posted. In light of this and to reduce the demands upon Members’ time the Committee is asked to consider whether its meetings could be reduced from three to two per year. This would not delay employees from taking up outside employment, as the current system enables them to do so, when the Chair and Vice-Chair of the Committee have provisionally approved their application.

6 Financial Implications

There may be some cost implications relating to the provision of training for Members but these are as yet unknown.

The reduction in the number of meetings per year would result in a small saving in Member travel costs.

7 Legal Comment

There are no legal implications arising from this report.

Bringing the latest version of the Committee’s constitution to the notice of its Members is not a legal requirement but represents good practice.

8 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.

9 Appendix

Human Resources Committee Constitution

10 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		Member Involvement	*
Capacity	*	National Framework	
Civil Contingencies Act		Operational Assurance	
Efficiency Savings		Public Value	
Environmental		Retained	
Financial		Risk and Insurance	
Fire Control/Fire Link		Staff	
Information Communications and Technology		Strategic Planning	
Freedom of Information / Data Protection Act / Environmental Information		Equality Impact Assessment	
Legal			

Human Resources Committee

Quorum - 4

Members - 7

Meeting Dates

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

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