

## Annual Report of the Human Resources Committee

### Report of the Human Resources Committee

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#### 1 Purpose of Report

This report advises of the work carried out by the Fire Authority's Human Resources Committee during 2013.

#### 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 2013 in accordance with the agreed Fire Authority Work Plan.

#### 4 Constitution and Meetings

The terms of reference of the HR Committee were reviewed during the course of the year along with the procedure for the Appeals Hearings Panel 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 March and once in October 2013.

## **5 Role of the Committee**

The terms of reference for the HR Committee include considering human resource policy and strategies and staffing requirements.

The HR Committee also deals with equality and diversity initiatives and schemes, grievance related matters and appeals through its Appeals 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 reviewed its own Work Plan in March 2013 and agreed the 2013-14 Work Plan.

A key piece of work for the Committee in 2013 was its decision, along with the Standards Committee (subsequently ratified by the Fire Authority), to merge into a single 'Standards and Human Resources Committee' with effect from 1 April 2014. The Appeals Hearings Panel will, under the new framework, be known as the Hearings Panel.

In October 2013 the Committee was updated on the progress made against the decision to delete several posts from the substantive establishment in direct response to the outcome of the Authority's Public Value consultation work.

Also in October 2013 the Committee received a report on the Service's fifth successful re-accreditation as an Investor in People.

## **7 Equality and Diversity Related Matters**

Under its Work Plan the HR Committee receives a report of the work of the Service's Equality and Diversity Steering Group on a regular basis. A regular report is also provided, giving an overview of the reasonable adjustments that have been made for employees with a disability and the progress on the implementation of the Single Equality Scheme.

The Committee was updated on the settlement of the long-running Part-Time Workers (prevention of less favourable treatment) Fire Brigades Union employment tribunal case and was provided with the numbers of current and former employees, who had received settlement payments.

## **8 Employee Related Matters**

The Committee has received details of the services, provided under the Occupational Health contract and the performance of that provider. Positive outcomes for the Service have included that, in the first 6 months of 2013, 13 employees were able to return to work on modified duties, prior to being fully fit for their job role.

The Appeals Hearings Panel of the Committee considered two cases during the period under review, one of which was a complex pension issue. This was dealt with under the Internal Disputes Resolutions Procedures, for which Members received specialist training.

## **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 Initial Impact Assessment**

This report is purely an update on the work of the Committee for the calendar year 2013 and it, therefore, has no impact on people. Accordingly, an Initial 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.