

**Shropshire and Wrekin Fire and Rescue Authority**  
**Human Resources Committee Meeting**  
at Headquarters, Shrewsbury  
on Thursday, 19 April 2012 at 2.00pm

**Agenda**

**1 Apologies for Absence**

**2 Declarations of Interest**

Members are reminded that they should declare any personal and/or prejudicial interests at this point and that they should leave the meeting room before any item, in which they have a prejudicial interest, is discussed.

**3 Non-Exempt Minutes**

**For decision**

Members are asked to agree the non-exempt minutes of the Human Resources Committee held on 29 September 2011, attached marked **3**, and that they be signed by the Chair as a correct record.

**4 Public Questions**

Members are asked to receive any questions, statements or petitions, of which notice has been received, from members of the public.

**5 Human Resources Committee Work Plan 2012 - 13**

**For decision**

This report, attached marked **5**, reviews progress against the Human Resources Committee 2011 - 2012 Work Plan and puts forward a 2012 - 2013 Work Plan for consideration and approval by Members.

**6 Human Resources Committee  
Terms of Reference and Procedure**

**For decision**

This report, attached marked **6**, provides details of the Terms of Reference of the Human Resources Committee and the Appeals Hearings Procedure for review by this Committee.

**7 Role Descriptions for Committee Chair and Vice-Chair**

**For decision**

This report, attached marked **7**, asks Members to review the existing Role Descriptions for the Chair and Vice-Chair of the Human Resources Committee and make recommendations regarding any additions and / or amendments required to the Fire Authority.

## **8 Member Development 2012 - 13**

### **For information**

This report, attached marked **8**, updates Members on Member development activity and proposals.

## **9 Post Reduction 2012 - 13**

### **For information**

This report, attached marked **9**, provides an update 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. Members will recall that this work resulted from the need to save approximately £3 million over 4 years commencing in April 2011.

## **10 Part Time Workers (Prevention of Less Favourable Treatment) Regulations Agreement**

### **For information**

National Joint Council (NJC) for Local Authority Fire and Rescue Services Circular NJC/1/12 and Fire and Rescue Services National Employers Circular EMP/02/12 and are attached, marked **10**. These provide an update on the Agreement reached with the Fire Brigades Union.

## **11 Circular NJC/10/11 Sick Leave – Taking of Annual Leave**

### **For information**

National Joint Council for Local Authority Fire and Rescue Services Circular NJC/10/11 is attached, marked **11**. The Circular advises that the Employees' side is seeking amendment to the current NJC Grey Book provisions to reflect its understanding of recent European Court of Justice rulings.

## **12 Reasonable Adjustments**

### **For information**

This report, attached marked **12**, is to provide Members with an overview of reasonable adjustments that have been made for our employees to support them in their employment.

## **13 Progress on the Implementation of the Single Equality Scheme Action Plan**

### **For information**

This report, attached marked **13**, updates Members on the progress of actions identified within the Single Equality Scheme Action Plan from March 2011 to February 2012.

## **14 Equality Monitoring Statistics**

### **For information**

This report, attached marked **14**, is to provide Members with an overview of the Service's Equality Monitoring Statistics.

## **15 Local Government Act 1972**

### **For decision**

Members are asked to consider a resolution under the Local Government Act 1972 that the public and press be excluded for the following agenda items on the grounds that they involve the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12A to The Act, by virtue of paragraphs 1, 2 and 3.

## **16 Appeals Panel Exempt Minutes (Paragraphs 1, 2 and 3)**

### **For decision**

Members are asked to ratify the exempt minutes previously circulated to, and agreed by Appeals Panel Members, attached marked **16a and 16b**, from 29 September 2011 and 23 March 2012 respectively, and agree that they be counter-signed by the Chair as a correct record.

## **17 Health and Safety Executive Consolidation Report Update (Paragraph 3)**

### **For information**

This report, attached marked **17**, informs the Human Resources Committee of the progress made in response to the Health and Safety Executive Consolidation Report and subsequent Action Plan.