

**Shropshire and Wrekin Fire Authority**  
**Human Resources Committee Meeting**  
at Brigade Headquarters, Shrewsbury  
on Thursday, 3 September 2009 at 2.00 pm

**Agenda**

- 1 Election of Chair**  
To elect a Chair for the ensuing year
- 2 Appointment of Vice-Chair**  
To appoint a Vice-Chair for the ensuing year
- 3 Apologies for Absence**  
Apologies for absence have been received from Councillor Kiernan.
- 4 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 before any item, in which they have a prejudicial interest, is discussed.
- 5 Non-Exempt Minutes**  
Members are asked to agree the non-exempt minutes of the Human Resources Committee meeting, held on 28 May 2009, and that they be signed by the Chair as a correct record. Attached marked **5. For decision**
- 6 Public Questions**  
To receive any questions, statements or petitions, of which notice has been received, from members of the public.
- 7 Constitution and Meeting Dates of Human Resources Committee**  
The purpose of this report is to bring the latest version of the Committee's constitution to the notice of its Members and to request their agreement to revised meeting dates for the remainder of 2009 and for 2010. Attached marked **7. For decision**
- 8 Proposed Work Plan 2009/10**  
This report seeks to establish a Work Plan for the Human Resources Committee for the period September 2009 to May 2010. Attached marked **8 For decision**

- 9 Member Participation in Employee Discipline Procedure**  
This report reminds Members of the current process for considering appeals from staff against disciplinary sanctions awarded at Stage 3 of the Disciplinary Procedure (usually dismissal) and requests Members to decide whether or not they wish to retain their involvement in the process. To assist in this consideration information is provided about unavoidable delays recently incurred as a result of difficulties in convening an appeal meeting and about policy conventions across the West Midlands Region. Attached marked **9**.  
**For decision**
- 10 Internal Dispute Resolution Procedure**  
The purpose of this paper is to recommend that Shropshire and Wrekin Fire Authority update its Internal Dispute Resolution Procedures (IDRP) in relation to Pensions matters in line with the requirements of the Pension Act 1995 and subsequent amendments and in accordance with the recommendations contained within Fire Service Pensions Scheme Circular 1/2009. Attached marked **10**. **For decision**
- 11 Proposed Committee Rationalisation**  
To propose the rationalisation of 3 Fire Authority Committees into one due to changes in associated processes and responsibilities elsewhere within the Service and in the interests of effective use of Member time and maintenance of competence. This paper should be considered in light of the previous reports recommending changes to the Internal Disputes Resolution Procedure as agreement to those will facilitate the changes proposed below. Attached marked **11**. **For decision**
- 12 Mediation Review Update**  
To provide the Human Resources Committee with an update on progress regarding the agreed actions to implement an external mediation provider. Attached marked **12**. **For information**
- 13 New Single Equality Scheme**  
To provide the Human Resources Committee with information regarding our current equality schemes and the new proposed Single Equality Scheme. Attached marked **13**. **For decision**
- 14 Equality Standard for Local Government Achievement of Level 4**  
To provide the Human Resources Committee with an update on the progress of Shropshire Fire and Rescue Service and the achievement of levels within the Equality Standard for Local Government (ESLG). Attached marked **14**.  
**For information**

- 15 Fire and Rescue Service Equality Framework Consultation Response**  
To provide the Human Resources Committee with the consultation response on the new bespoke Fire and Rescue Service Equality Framework (FRSEF). Attached marked **15. For information**
- 16 Equality and Diversity Steering Group – Summary Report**  
To provide the Human Resources Committee with a summary report on the work of the Equality and Diversity Steering Group. Attached marked **16. For information**
- 17 Local Government Act 1972**  
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 the paragraphs 1 and 2.
- 18 Exempt Minutes (Paragraphs 1 and 2)**  
Members are asked to agree the exempt minutes of the Human Resources Committee meeting, held on 28 May 2009, and that they be signed by the Chair as a correct record. Attached marked **18. For decision**
- 19 Applications to undertake Outside Employment (Paragraphs 1 and 2)**  
This report informs Members of nine applications from a Fire Authority employee to undertake outside employment. Attached marked **19. For decision**