

**Shropshire and Wrekin Fire and Rescue Authority**  
**Standards and Human Resources Committee Meeting**  
at Headquarters, Shrewsbury  
on Tuesday, 8 April 2014 at 2.00 pm

**Agenda**

**1 Election of Chair**

Members are asked to elect a Chair to hold office until the Annual Meeting of the Fire Authority.

**2 Appointment of Vice-Chair**

Members are asked to appoint a Vice-Chair to hold office until the Annual Meeting of the Fire Authority.

**3 Apologies for Absence**

**4 Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter, in which they have a Disclosable Pecuniary Interest, and should leave the room prior to the commencement of the debate.

**5 Minutes**

**For decision**

Members are asked to agree:

- The minutes of the Standards Committee, held on 4 September 2013, attached marked **5a**; and
- The non-exempt minutes of the Human Resources Committee held on 17 October 2013, attached marked **5b**; and

that they be signed by the Chair as a correct record.

**6 Public Questions**

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

**7 Committee Constitution and Training Needs**

**For decision**

This report, attached marked **7**, brings the constitution of the merged Standards and Human Resources Committee to its Members for review. The report also asks Members to consider whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

**8 Role Descriptions and Skills and Competencies**

**For decision**

This report, attached marked **8**, asks the Committee to consider and agree the Role Descriptions for its Chair and Vice-Chair and the Role Description and Skills and Competencies for the Fire Authority's Independent Person in order for the Committee to make recommendations to the Fire Authority regarding any amendments required.

## **9 Committee Work Plan 2014/15**

### **For decision**

This report, attached marked **9**, reviews progress against the 2013/14 Work Plans for both the Standards and Human Resources Committees and puts forward a 2014/15 Work Plan for the merged Committee for consideration and approval by Members.

## **10 Member Development**

### **For decision**

This report, attached marked **10**, updates the Committee on Member development activity over the past year and proposes a training and development activity for the year April 2014 to March 2015.

## **11 Review of Protocol on Member / Officer Relations**

### **For decision**

This report, attached, marked **11**, asks the Standards and Human Resources Committee to review the Fire Authority's Protocol on Member / Officer Relations and to make recommendations to the Authority regarding any changes to be made.

## **12 Review of Protocol on Gifts and Hospitality**

### **For decision**

This report, attached, marked **12**, asks the Standards and Human Resources Committee to review the Fire Authority's Protocol on Gifts and Hospitality and to make recommendations to the Authority regarding any changes to be made.

## **13 Update on Ethical Framework Issues**

### **For information**

This report, attached marked **13**, updates the Committee on issues relating to the ethical framework and brings the following procedures and documents to the notice of its Members:

- Members' Code of Conduct;
- Code of Conduct complaints procedure;
- Complaints form;
- Disclosable pecuniary interest form; and
- Dispensations Procedure.

## **14 Pension Scheme Auto-Enrolment**

### **For information**

This report, attached, marked **14**, advises of the work that has been done regarding auto enrolment and the effect the legislation has had on Shropshire Fire and Rescue Service.

## **15 Retained Duty System Settlement Scheme**

### **For information**

This report, attached, marked **15**, provides an update on the progress of the Retained Duty System Settlement Scheme.

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

### **For information**

This report, attached marked **16**, updates Members on the progress on implementation of changes in the structure of the Single Equality Scheme Action Plan 2015 and progress on the main actions identified in the Plan from March 2012 to March 2014.

## **17 Equality Monitoring Statistics**

### **For information**

This report, attached marked **17**, provides elected Members with an overview of the Service's Equality Monitoring Statistics.

## **18 Reasonable Adjustments Update**

### **For information**

This report, attached, marked **18**, provides an overview of reasonable adjustments, made to support employees in their work roles.

## **19 Hate Crime Presentation**

### **For information**

As requested at the last meeting of the Human Resources Committee, the Equality and Diversity Officer will give a short presentation on a fire-related hate crime incident.

## **20 Local Government Act 1972**

### **For decision**

Members are asked to consider a resolution under section 100A (4) of the Local Government Act 1972 that the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12(A) to the Act, by virtue of Paragraphs 1, 2 and 3.

## **21 Exempt Minutes**

### **For decision**

Members are asked to agree the exempt minutes of the Human Resources Committee, held on 17 October 2013, attached marked **21**, and that they be signed by the Chair as a correct record.

## **22 Appeals Panel Decisions**

### **For information**

Since the last meeting of the Human Resources Committee in October 2013 there are three Appeals Panel decisions to report, outline details of which appear below. The Assistant Chief Fire Officer – Corporate Services will give a verbal report on the decision made in each case.

### **3 October 2013**

Internal Disputes Resolution Procedure Appeal under Stage 2

This was an appeal against a decision of the Assistant Chief Fire Officer not to grant a qualifying injury award.

### **17 October 2013**

Internal Disputes Resolution Procedure Appeal under Stage 2

This was an appeal against a decision of the Head of Area Command to dismiss for failure to be able to meet the contractual terms of employment.

### **8 January 2014**

Internal Disputes Resolution Procedure Appeal under Stage 2

This was an appeal against a decision of the Head of Area Command to dismiss for failure to be able to meet the contractual terms of employment.