

## Constitution and Meeting Dates of Human Resources Committee

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260225 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

### 1 Purpose of Report

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.

### 2 Recommendations

Members are asked to:

- a) Note the constitution of the Human Resources Committee (attached as an appendix); and
- b) Agree the Committee's revised meeting dates set out at section 4.

### 3 Human Resources Committee Constitution

Following the elections to Shropshire Council and the Council meeting in June a significant number of new Members has been appointed to the Fire Authority, who have not previously been involved in its work or that of its committees. Furthermore, at its Annual Meeting in July the Fire Authority reviewed the constitution of each of its committees, which resulted in some changes to the terms of reference.

Under the circumstances it is considered good practice for each of the committees to revisit its constitution at their first meeting after the Fire Authority Annual Meeting to ensure that all Members of the committee are familiar with the latest terms of reference.

The constitution of the Human Resources Committee, updated to include the amendments agreed by the Fire Authority at the Annual meeting, is attached as an appendix. For ease of reference for previous Members of the Committee the additions made at that time are shown in bold italic.

Please note that the Committee will be given the opportunity to review and, if necessary, propose amendments to its terms of reference at its meeting prior to the Annual Meeting of the Fire Authority.

#### **4 Committee Meeting Dates**

In order to streamline the agendas of the Fire Authority and its committees officers intend to reduce the number of information items, which are currently included. The intention is to post such items on a dedicated Member web page and send an e-mail alert to Members to advise that a particular item has been posted. Each item will remain on the web page for a specified period and then removed. A further alert will be sent one week prior to advise of the item's removal.

In the past the Human Resources Committee has met four times each year but there have been occasions when there have been very few items of business and the majority of them have been for information only. As a result of the introduction of the Member web page officers believe that the agendas of the Committee will reduce significantly and business can, therefore, be dealt with by three meetings per year at four-monthly intervals. They, therefore, propose that the meeting scheduled for 3 December 2009 is cancelled and the Committee meets on the following dates:

14 January 2010  
27 May 2010  
30 September 2010

Members are asked to consider and agree this proposal.

#### **5 Financial Implications**

The move to reduce the number of information items on agendas will lead to efficiency savings in paper, photocopying and postage costs and in staff time. The reduction from four to three meetings of the Committee would also result in minor savings in Member travel costs.

#### **6 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.

## 7 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.

## 8 Appendix

Human Resources Committee Constitution

## 9 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.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings	*	Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology	*	West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*

## Human Resources Committee

### Quorum - 4

### Members - 7

Peter Adams (Conservative)  
Joyce Barrow (Conservative)  
Bob Groom (Independent)  
Nigel Hartin (Liberal Democrat)  
Terry Kiernan (Conservative)  
Roy Picken (Labour)  
Mal Price (Conservative)

### 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 Health Panel, Appeals Committee, and Disciplinary Appeals Tribunal 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 Health Panel

***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***
- ***Health Panel cases***
- ***Appeals Committee cases***
- ***Disciplinary Appeals Tribunal cases***

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