

Proposed Work Plan 2009-10

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

This report seeks to establish a Work Plan for the Human Resources Committee for the period September 2009 to May 2010.

2 Recommendations

The Committee is asked to approve the Human Resources Committee Work Plan, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

3 Background

The Human Resources Committee has been established for a number of years and carries out various functions in accordance with its terms of reference. Some of those functions must take place at specific times in order to comply with statutory deadlines and to feed the Committee's recommendations into meetings of the Fire Authority in a timely manner.

Throughout this time, however, the Committee has had no formal work plan, setting out what its activities will be throughout the year. In order to provide some structure to the work undertaken by the Committee and to ensure that it carries out all of its functions it is proposed that an annual Work Plan is established.

4 Proposed Work Plan

Attached as an appendix is a draft Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the period September 2009 to May 2010. If the Work Plan is accepted, it is proposed that it will be refreshed annually. Please note that the completion dates, given in the Work Plan, mirror the meeting dates proposed in report 7 – Constitution and Meeting Dates of Human Resources Committee.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, its Chair and Vice-Chair, the Chief Fire Officer, Assistant Chief Officer, Human Resources Manager and other relevant officers, when required.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

5 Financial Implications

There are no direct financial implications attached to the introduction of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

6 Legal Comment

Establishing a Work Plan for the Human Resources Committee is not a legal requirement but represents good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

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. It is likely, however, that such assessments will be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

8 Appendix

Human Resources Committee Proposed Work Plan
September 2009 to May 2010

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	*

Shropshire and Wrekin Fire Authority Human Resources Committee

Proposed Work Plan September 2009 to May 2010

	Action	Who is responsible	Completion Date
	Elect Chair and Appoint Vice-Chair	Human Resources Committee	September 2009
	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities	Human Resources Committee and Corporate Services Manager	September 2009
	Receive summary report on work of the Equality and Diversity Steering Group	Human Resources Committee and Equality and Diversity Officer	September 2009
	Receive any exempt minutes from Health Panel, Appeals Committee and Disciplinary Appeals Tribunal	Human Resources Committee and Corporate Services Manager	September 2009
	Receive and consider applications for outside employment	Human Resources Committee and Human Resources Manager	September 2009

	Action	Who is responsible	Completion Date
	Establish Role Descriptions for the Chair and Vice-Chair of the Committee	Human Resources Committee, assisted by the Assistant Chief Officer and Corporate Services Manager, following consultation with the Chair and Vice-Chair of the Committee	January 2010 to go to the Fire Authority's February Meeting
	Review the Role Description for the Member Champion for Learning and Development	Human Resources Committee, Member Champion for Learning and Development, Assistant Chief Officer and Corporate Services Manager	January 2010 to go to Fire Authority's February meeting
	Receive a report on Member development	Human Resources Committee and Assistant Chief Officer	January 2010
	Receive an update report on progress against the People Strategy	Human Resources Committee and Assistant Chief Officer	January 2010
	Receive summary report on work of the Equality and Diversity Steering Group	Human Resources Committee and Equality and Diversity Officer	January 2010
	Receive any exempt minutes from Health Panel, Appeals Committee and Disciplinary Appeals Tribunal	Human Resources Committee and Corporate Services Manager	January 2010
	Receive and consider applications for outside employment	Human Resources Committee and Human Resources Manager	January 2010

	Action	Who is responsible	Completion Date
	Receive National Equality and Diversity Annual Report	Human Resources Committee and Equality and Diversity Officer	January 2010
	Review Terms of Reference of the Committee	Human Resources Committee assisted by the Assistant Chief Officer and Corporate Services Manager	May 2010 to go to the Fire Authority's Annual Meeting in July 2010 for approval
	Approve the Committee's 2010/11 Work Plan	Human Resources Committee and Corporate Services Manager	May 2010
	Receive annual statistics report	Human Resources Committee and Human Resources Manager	May 2010
	Receive summary report on work of the Equality and Diversity Steering Group	Human Resources Committee and Equality and Diversity Officer	May 2010
	Receive progress reports on the Shropshire Partnership Equalities Forum and Telford Race Equality and Diversity Partnership	Human Resources Committee and Equality and Diversity Officer	May 2010
	Receive any exempt minutes from Health Panel, Appeals Committee and Disciplinary Appeals Tribunal	Human Resources Committee and Corporate Services Manager	May 2010
	Receive and consider applications for outside employment	Human Resources Committee and Human Resources Manager	May 2010

	Action	Who is responsible	Completion Date
	Ensure provision of appropriate training for all Members of the Fire Authority and Independent Members of its Standards Committee	Human Resources Committee, Chief Fire Officer, Assistant Chief Officer, Treasurer, Principal Accountant and external agencies, where appropriate	Ongoing
	Receive reports on the outcome of staff surveys and audits	Human Resources Committee and appropriate officers	Ongoing
	Receive reports on: <ul style="list-style-type: none"> • Race Equality Scheme • Disability Equality Scheme • Gender Equality Scheme Or <ul style="list-style-type: none"> • Single Equality Scheme (subject to approval) 	Human Resources Committee and Equality and Diversity Officer	Annual Update Date to be determined depending upon the introduction of the new scheme