



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

AMENDMENT TO GOVERNANCE ARRANGEMENTS – HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Report of the Chief Fire Officer

Agenda Item No:

Date: 17 December 2010

Purpose of Report:

To seek approval from Members for an amendment to the terms of reference of the Human Resources Committee.

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1. BACKGROUND

Following the implementation of the revised governance arrangements of the Fire Authority in April 2006, a number of updates and amendments have been made to the terms of reference of the various Committees. In all cases these amendments have to be formally approved by the Fire Authority.

2. REPORT

- 2.1 During 13 – 16 July 2010, Nottinghamshire Fire and Rescue Service underwent its operational assessment peer review and the outcomes were reported to the Fire Authority on 17 September 2010.
- 2.2 One element of the assessment focused on the management of health and safety within the Service which was overall very complimentary of the Service provision. There was one recommendation within the report regarding Member engagement within health and safety risk management which required addressing. The recommendation was:

“Consideration should be given to involving a lead Member in health and safety via existing Committee structures.”
- 2.3 Following this recommendation it has been identified by the Officers engaged in the health and safety risk management aspects of the Service and the Chair of the Service Health, Safety and Welfare Committee, that the Human Resources Committee should be the key vehicle for addressing this recommendation.
- 2.4 The Chair of the internal Service Health, Safety and Welfare Committee within the Service is the Deputy Chief Fire Officer, and it would be prudent for this body, through the Chief Fire Officer, to report to Human Resources Committee on current issues relating to health and safety risk management and the Service’s response to them. The Service Health, Safety and Welfare Committee meets on a quarterly basis.
- 2.5 Therefore it is recommended that the terms of reference for the Human Resources Committee are amended as follows:
 - To act as the health and safety risk management champions for the Service and to receive reports from the Chief Fire Officer on health and safety risk management progress within the Service on no less than an annual basis, or when required.
- 2.6 This would ensure that the Service continues to meet its statutory obligations with regard to health and safety risk management, but also maintains a vehicle with which to report and advise members on such issues.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

As a result of the proposed amendment, the Authority would have an identified lead member to act as Champion for health and safety risk management. There may be some training and development implications arising from this decision, which the Service will seek to address at the earliest opportunity.

5. EQUALITY IMPACT ASSESSMENT

An initial impact assessment shows no specific disadvantage to any person covered by equalities legislation.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

Nottinghamshire Fire and Rescue Service has specific duties under legislation for compliance with health and safety law. This decision does not present any detriment to this compliance, but ensures that the Service has a robust management system throughout the organisation.

8. RISK MANAGEMENT IMPLICATIONS

Failure to comply with the recommendations of the Peer Review does present a minor risk to the organisation, as the recommendation had formed part of the peer assessment process. Compliance with the recommendation is straightforward, so this minor risk is removed.

9. RECOMMENDATIONS

That Members approve the amendments to the terms of reference of the Human Resources Committee as detailed in Paragraph 2.5 above.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

- The Nottinghamshire Fire and Rescue Service Operational Peer Review.

Frank Swann
CHIEF FIRE OFFICER