

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
	<b>HUMAN RESOURCES COMMITTEE</b>	
date	<b>7 April 2006</b>	agenda item number

### REPORT OF THE CHIEF FIRE OFFICER

#### TERMS OF REFERENCE

##### 1. PURPOSE OF REPORT

The purpose of this report is to enable the Human Resources Committee to note its Terms of Reference as previously approved by the Nottinghamshire and City of Nottingham Fire & Rescue Authority at its meeting on 21 October 2005.

##### 2. BACKGROUND

As part of the revised Governance Structures agreed by the Authority, the formation of a Human Resources Committee was approved to ensure the Service achieves its key objectives.

##### 3. REPORT

3.1 There are a number of key areas linked to human resources that affect the Service in terms of the performance of the organisation. Examples of these are,

- Integrated Personal Development System ;
- Disability Discrimination Act ;
- Equalities and Fairness ;
- Attendance Management ;
- Stress Management ;
- Multiple Working Patterns ;
- Retained Staffing/Support ;
- New Working Patterns ;
- Work-Life balance.

3.2 To ensure that the Service meets its obligations towards these areas, the Terms of Reference (attached at Appendix A) agreed by the Fire & Rescue Authority, give guidance and direction.

3.3 By endorsing these Terms of Reference, the Human Resources Committee will give itself the necessary platform with which to address and maintain the Service's direction.

3.4 As a working committee, the Human Resources Committee can also advise other committees of the Fire & Rescue Authority, this process would be through the Policy & Strategy Committee.

#### **4. FINANCIAL IMPLICATIONS**

From time to time issues related to human resources may be such that some financial commitment will be required to improve the outcomes. These will be addressed through reports to the Committee as and when they arise.

#### **5. PERSONNEL IMPLICATIONS**

Any personnel implications arising will be addressed through reports to the Human Resources Committee.

#### **6. EQUALITY IMPACT ASSESSMENT**

As initial impact assessment has revealed that no specific equalities issues are associated with this report, however, the future work of the Human Resources Committee will address some equalities related areas.

#### **7. RISK MANAGEMENT IMPLICATIONS**

A key measure of performance is the Fire CPA process. A poor result in CPA may result in intervention measures by the Secretary of State.

#### **8. RECOMMENDATIONS**

That the Human Resources Committee note and endorse the attached Terms of Reference.

#### **9. BACKGROUND PAPERS FOR INSPECTION**

None.

Paul Woods  
**CHIEF FIRE OFFICER**

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## **TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE**

To consider, monitor and make recommendations to the Fire & Rescue Authority in relation to the following areas:

1. HR issues including the recruitment and retention of staff, equal opportunity employment issues, employment tribunals, training and development, and occupational health.
2. Any issues regarding the pay and terms/conditions of staff.
3. Pensions issues.
4. Matters relating to liaison with employee representative bodies, trade unions and staff associations with regard to consultation and negotiation.
5. Matters relating to staffing including structure and terms and conditions of staff including the Clerk/Treasurer.
6. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
7. Occupational Health Provision
8. To set and review a Learning and Development Strategy that ensures all personnel are prepared to meet their responsibilities as employees.
9. To set the Occupational Health direction/strategy and review as appropriate.
10. Make decisions with regard to absence monitoring.
11. To set Health, Safety and Welfare policy and strategy and to deal with Health and Safety welfare issues, as they arise.
12. To act upon outcomes referred to it from Appointments Committee, Personnel Committee and Ad-Hoc Equalities.
13. To initiate, facilitate and implement revised policies with regard to personnel development.
14. To assess, prepare and review the impact of more flexible working patterns as part of the whole work life balance approach.
15. Ensure the Service meets its requirements under the Disability Discrimination Act and other specific legal requirements.
16. To consider, and if appropriate determine any issues delegated by the Fire & Rescue Authority.

17. To ensure that relevant training and support for Members and their respective roles is assessed through a regular training needs analysis.
18. To review performance indicators, as directed by the Performance Monitoring Committee, relating to Human Resources issues.
19. To review and agree specific actions arising from the Human Resources workstream associated with the Regional Management Board and its delegated responsibilities.
20. To provide leadership and direction with regard to the implementation of the Human Resources Strategy.