

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY HUMAN RESOURCES COMMITTEE	
date	4 April 2007	agenda item number

HUMAN RESOURCES COMMITTEE – ROLE AND TERMS OF REFERENCE

REPORT OF THE CLERK TO THE AUTHORITY

1 REPORT

The Committee is asked to note the following summary of its role and Terms of Reference approved by the Fire Authority, at its meeting held on 23 February 2007.

“HUMAN RESOURCES COMMITTEE

Role - Based on the significant requirements of the identified Human Resources agenda, this committee has a major role to play in the development and implementation of the Human Resources Strategy and its component policies, the development of policies and actions associated with the Race Equality Scheme and Integrated Personal Development Scheme (IPDS).

Responsibilities - The Human Resources Committee has responsibility for the Human resources Strategy and the monitoring of performance related to policies enacted in support of it

Regular cycle of meetings - Four times per annum.

Members comprising - 5 Elected Members to include the Vice Chair of Fire & Rescue Authority.

Advisor - Head of HR

Quorum - 3

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

(Terms of Reference amendments proposed at Fire & Rescue Authority meeting, 23/02/07).

To consider and make decisions on:-

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 below the grade of Assistant Chief Officer or equivalent (amended by Fire & Rescue Authority at its meeting on 23 February 2007).
3. Pensions issues.
4. Matters relating to liaison with employee representative bodies, trade unions and staff associations with regard to consultation and negotiation.
5. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
6. Occupational Health Provision.
7. Make decisions with regard to absence monitoring.
8. To initiate, facilitate and implement revised policies with regard to personnel development.
9. To assess, prepare and review the impact of more flexible working patterns as part of the whole work life balance approach.
10. To consider, and if appropriate determine any issues delegated by the Fire & Rescue Authority.
11. To review performance indicators, as directed by the Performance Monitoring Committee, relating to Human Resources issues.
12. To report any decisions made in relation to items 1 -12 above, to the Fire & Rescue Authority.

To consider and make recommendations to the Fire & Rescue Authority on:-

1. Matters relating to staffing including structure and terms and conditions of staff including the Clerk/Treasurer.
2. To set and review a Learning and Development Strategy that ensures all personnel are prepared to meet their responsibilities as employees.
3. To set the Occupational Health direction/strategy and review as appropriate.
4. To set Health, Safety and Welfare policy and strategy and to deal with Health and Safety welfare issues, as they arise.
5. Ensure the Service meets its requirements under the Disability Discrimination Act and other specific legal requirements.
6. To ensure that relevant training and support for Members and their respective roles is assessed through a regular training needs analysis.
7. To review and agree specific actions arising from the Human Resources workstream associated with the Regional Management Board and its delegated responsibilities.

8. To provide leadership and direction with regard to the implementation of the Human Resources Strategy.
9. To consider and make recommendations to Policy & Strategy Committee any issues relating to Principal Officer posts, their terms and conditions of service, contracts and salaries. (Assistant Chief Officer/ equivalent or above). (Added by Fire & Rescue Authority at its meeting on 23 February 2007). "

2 PERSONNEL IMPLICATIONS

The committee will play an important role in the development of Human Resources issues for the authority.

3 EQUALITY IMPACT ASSESSMENT

All HR policies and practices are designed to ensure compliance with equalities legislation and to reflect best practice. The Committee will play a role in ensuring this compliance.

4 RISK MANAGEMENT IMPLICATIONS

The effective delivery of human resource support to the organisation is key to ensuring the effective recruitment, retention and development of staff and to the maintenance of good employee relations.

5 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS (OTHER THAN THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION)

None.

Malcolm R. Townroe
CLERK TO THE FIRE AUTHORITY

CONTACT OFFICER	
Name :	Malcolm R. Townroe CLERK TO THE FIRE AUTHORITY
Tel. No :	0115 915 4555
E-mail :	malcolm.townroe@nottinghamcity.gov.uk