

Committee Work Plan 2016/17

Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report reviews progress against the 2015/16 Work Plan for the Standards and Human Resources Committee and puts forward a 2016/17 Work Plan for the Committee's consideration and approval.

2 Recommendations

Members are asked to consider and approve the 2016/17 Work Plan, attached as an appendix, subject to any amendments / comments they may wish to make.

3 Background

For a number of years, the business of the Human Resources and the Standards Committees has been conducted in accordance with an annual Work Plan. The Plans have set out, in a structured manner, what the activities will be throughout the year for the Committee, thus ensuring that the responsibilities imposed by its terms of reference are carried out in a timely manner.

4 Draft 2016/17 Work Plan

Attached as an appendix to this report is a draft 2016/17 Work Plan, outlining all of the activities which, it is expected, the Committee will need to carry out during the coming year. The Committee is asked to provide any comments or suggestions with regard to the draft and approve the contents.

5 Review of 2015/16 Work Plan

Having carried out a review of the 2015/16 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out or on the agenda for this meeting of the Committee, with the exception of the following:

Item 7 – Progress report on Rights and Fairness Telford (RAFT)

The Service no longer has contact with this group, so it is not appropriate to provide a progress report. In light of this reference to it is not included in the proposed 2016/17 Work Plan.

6 Financial Implications

There are no direct financial implications attached to the approval 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.

7 Legal Comment

There is no legal requirement for the Standards and Human Resources Committee to have a Work Plan but it does represent 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.

8 Initial Impact Assessment

The Work Plan merely lists the work to be conducted by the Committee throughout the year. An Initial Impact Assessment has not, therefore, been completed. It is possible, however, that such assessments may be required in respect of individual activities contained in the Work Plan, which would be completed at the appropriate time.

9 Equality Impact Assessment

As there are no discriminatory practices or differential impacts upon specific groups arising from this report, an Initial Equality Impact Assessment has not been completed. As stated above, however, assessments may be required from time to time in respect of individual actions contained in the Work Plan.

10 Appendix

Standards and Human Resources Committee Proposed Work Plan 2016/17

11 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire Authority Standards and Human Resources Committee Proposed Work Plan 2016/17

	Action	Who is responsible	Completion Date
1	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities	Corporate Support Manager	October 2016
2	Review Code of Conduct and recommend any changes to the Fire Authority	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2016 Any proposed changes to go to December Fire Authority meeting
3	Officers to review Code of Conduct complaints documentation and publicity	Monitoring Officer and Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2016
4	Officers to review / update Fire Authority Members' Register of Interest forms	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2016
5	Officers to review Committee Dispensations Procedure and Application Form	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	October 2016

	Action	Who is responsible	Completion Date
6	Receive annual report on work of the Equality and Diversity Steering Group	Equality and Diversity Officer	October 2016
7	Receive progress reports on Fairness Respect Equality Shropshire (FRESH) Shropshire	Equality and Diversity Officer	October 2016
8	Receive report on occupational health provision	Human Resources Manager	October 2016

9	Review the Committee's constitution and training needs	Committee, assisted by the Assistant Chief Fire Officer and Corporate Support Manager	March 2017 Any proposed changes to go to April Fire Authority meeting
10	Officers to review Role Descriptions for the Chair and Vice-Chair of the Committee and Role Description and Skills and Competencies of the Independent Person	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	March 2017
11	Approve the Committee's 2017/18 Work Plan	Committee, assisted by the Assistant Chief Fire Officer and Corporate Support Manager	March 2017
12	Receive a report on Member Development	Assistant Chief Fire Officer	March 2017
13	Officers to review Protocol on Member / Officer Relations	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	March 2017 Any proposed changes to go to April Fire Authority meeting

	Action	Who is responsible	Completion Date
14	Review Protocol on Gifts and Hospitality for Members	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	March 2017 Any proposed changes to go to April Fire Authority meeting
15	Provide update on Code of Conduct Complaints	Corporate Support Manager	March 2017
16	Receive progress report on implementation of the Single Equality Scheme Action Plan	Equality and Diversity Officer	March 2017
17	Receive report on equality monitoring statistics	Equality and Diversity Officer	March 2017
18	Receive update report on reasonable adjustments	Equality and Diversity Officer	March 2017

19	Deal with dispensation applications	Committee and Monitoring Officer	As and when applications are made
20	Receive summary of Hearings Panel and Pensions Panel decisions	Committee and Corporate Support Manager	As and when required
21	Receive reports on the outcome of staff surveys and audits	Committee and appropriate officers	As and when required
22	Ensure provision of appropriate training and development for all Members of the Fire Authority and Independent Persons	Committee, Monitoring Officer and Assistant Chief Fire Officer	Ongoing responsibility