

## Committee Work Plan 2019/20

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

This report reviews progress against the 2018/19 Work Plan for the Standards and Human Resources Committee and puts forward a 2019/20 Work Plan for the Committee's consideration and approval.

### 2 Recommendations

Members are asked to consider and approve the 2019/20 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 2019/20 Work Plan

Attached as an appendix to this report is a draft 2019/20 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 2018/19 Work Plan**

Having carried out a review of the 2018/19 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.

## **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 2019/20

## **11 Background Papers**

There are no background papers associated with this report.

**Shropshire and Wrekin Fire and Rescue Authority  
Standards and Human Resources Committee**

**Proposed Work Plan 2019/20**

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their roles and responsibilities	Head of HR and Administration	October 2019
2	Review Code of Conduct and recommend any changes to the Fire Authority	Head of HR and Administration Report to be brought to the Committee, only if significant changes are required.	October 2019 Any proposed changes to go to December Fire Authority meeting
3	Officers to review Code of Conduct complaints documentation and publicity	Monitoring Officer and Head of HR and Administration Report to be brought to the Committee, only if significant changes are required.	October 2019
4	Officers to review/ update Fire Authority Members' Register of Interest forms	Head of HR and Administration Report to be brought to the Committee, only if significant changes are required	October 2019
5	Officers to review Committee Dispensations Procedure and Application Form	Head of HR and Administration Report to be brought to the Committee, only if significant changes are required	October 2019
6	Receive annual report on work of the Equality and Diversity Steering Group	Equality and Diversity Officer	October 2019

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
7	Receive progress report on Fairness Respect Equality Shropshire (FRESH) Shropshire.	Equality and Diversity Officer	October 2019
8	Receive report on occupational health provision	Human Resources Manager (Contracts)	October 2019
9	Receive People Strategy mid-year exception report	Head of HR and Administration	October 2019
10	Receive Pension Board minutes	Deputy Chief Fire Officer	October 2019
11	Review the Committee's constitution and training needs	Committee, assisted by the Assistant Chief Fire Officer and Head of Human Resources and Administration	March 2020 Any proposed changes to go to April Fire Authority meeting
12	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	Head of Human Resources and Administration Report to be brought to the committee, only if significant changes are required	March 2020
13	Approve the Committee's 2020/21 Work Plan	Committee, assisted by the Assistant Chief Fire Officer and Head of Human Resources and Administration	March 2020
14	Receive a report on Member Development	Assistant Chief Fire Officer	March 2020
15	Officers to review Protocol on Member / Officer Relations	Head of HR and Administration Report to be brought to the Committee, only if significant changes are required	March 2020 Any proposed changes to go to April Fire Authority meeting

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
16	Review Protocol on Gifts and Hospitality for Members	Head of HR and Administration Report to be brought to the Committee, only if significant changes are required	March 2020 Any proposed changes to go to April Fire Authority meeting
17	Provide update on Code of Conduct Complaints	Head of HR and Administration	March 2020
18	Receive progress report on implementation of Single Equality Scheme Action Plan	Equality and Diversity Officer	March 2020
19	Receive report on equality monitoring statistics	Equality and Diversity Officer	March 2020
20	Receive update report on reasonable adjustments	Equality and Diversity Officer	March 2020
21	Receive Gender Pay Gap report	Head of HR and Administration	March 2020
22	Receive People Strategy end of year report	Head of HR and Administration	March 2020
23	Receive Pension Board minutes	Deputy Chief Fire Officer	March 2020
24	Receive Annual Report from Chair of Pensions Board providing assurance on effectiveness and efficient governance and administration of Firefighter Pension Schemes	Deputy Chief Fire Officer	October 2019
25	Receive report on review of Internal Dispute Resolution Procedure	Head of HR and Administration	As and when needed

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
26	Receive report on Apprenticeship Levy	Head of HR and Administration	As and when needed
27	Receive report on Inclusive Fire Service Group	Head of HR and Administration	As and when needed
28	Deal with dispensation applications	Committee and Monitoring Officer	As and when applications are made
29	Receive summary of Hearings Panel and Pensions Panel decisions	Committee and Head of HR and Administration	As and when required
30	Receive reports on the outcome of staff surveys and audits	Committee and appropriate officers	As and when required
31	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