Hampshire Fire and Rescue Service

Human Resources Committee **Agenda Item 6**

10 July 2013

Review of the Committee's Terms Of Reference

Report by the Chief Officer

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1 Summary

1.1 This report reviews the Committee's terms of reference and identifies possible areas which need to be updated. The version agreed by the Committee will be reported to the Hampshire Fire and Rescue Authority meeting on 26 September 2013 for approval.

2 Recommendation

2.1 The Committee is invited to consider its terms of reference and, if appropriate, recommend changes to the HFRA meeting.

3 Introduction and background

3.1 The HFRA has established 4 committees with specific responsibilities:

- Finance and General Purposes Committee;
- Human Resources Committee;
- Performance Review and Scrutiny Committee; and
- Standards and Governance Committee.

3.2 The terms of reference of this Committee are attached as Appendix A.

3.3 The terms of reference enable the Authority to discharge its functions effectively by either delegating some decisions to committees or by asking committees to consider particular topics and make recommendations to the full Authority.

3.4 Following the recent election and the appointment of a number of new Members to the Committee, it is timely to remind Members of the committee's responsibilities and to make any necessary changes to update the terms of reference.

4 Points to update

4.1 The terms of reference were last formally reviewed by the HR Committee in 2009.

4.2 Therefore, there are a number of changes that are now recommended to bring these in line with the developed role of the HR Committee as it has adapted to the changing environment. In some instances these are a matter of changing the

terminology. There are some more significant alterations that have been proposed as follows:

- The addition of the responsibility to review performance of Principal Officers and determine their locally determined pay award.
- The increased significance of Member Development as a key responsibility.
- The formal adoption of two sub-committees. One each relating to Principal Officer Pay and Member Development.
- Under the Localism Act, Authorities are required to publish Annual Pay Policy Statements.
- A role to seek to influence the development of national terms and conditions of service for staff employed by the Service, and particularly those in the professional roles relating to firefighting.
- The use of Inclusion as key development in our journey to embed equality and diversity.

4.3 These changes are illustrated in Appendix B. Proposals for the terms of reference for the two sub-committees are contained in appendices C and D.

4.4 The HR committee may wish to add to these suggestions

5 Supporting our corporate aims and objectives

5.1 Clear lines of accountability and an effective way of discharging the Authority's work are important in demonstrating sound governance and clear strategic direction. This aligns with the HFRA service plan 2013-18 which has the aim of making the organisation stronger and a specific priority in relation to leadership.

6 Risk analysis

6.1 An effective scheme of delegation of work and decisions enables appropriate time to be given to a range of issues facing the Authority and helps to ensure that decisions are taken appropriately. Without this governance framework there is a risk that areas are not properly examined before decisions are made and reduces the capacity of the Authority to properly scrutinise the work of the Service.

7 People Impact Assessment

7.1 The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

8 Environmental and Sustainability impact assessment

8.1 None undertaken

9 Resource implications

9.1 No additional resources are required as a result of this report.

10 Consultation

10.1 This report is seeking the view of the Committee on its terms of reference. The Committee's recommendations together with those obtained from the other committees will be presented to the HFRA meeting in September 2013.

11 Background papers

11.1 The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

None

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.

Appendix A

Human Resources Committee

CURRENT Terms of Reference

To advise the Authority on all matters of personnel policy in order to ensure the effective utilisation and development of the staff of the Hampshire Fire and Rescue Service.
To exercise the powers and duties except where otherwise stated (e.g. in the Scheme of Delegation) in the following matters:

Establishment, Staffing Levels and Structures
Subject to consultation with other bodies as required by statute, to consider and advise the Authority on overall staffing needs and organisational structures, including:

- the overall allocation of staff to meet specific current or temporary needs;
- variation in grades, remuneration and conditions of service for individual or groups of posts in the establishment;
- periodic reviews of staffing levels and gradings.

When considering these issues, the Committee will have particular regard to the financial implications of any approvals or recommendations made.

Pay and Conditions of Service

- To receive reports on nationally negotiated variations to salary levels and conditions of service for all categories of staff and advise the authority of their implications.
- To consider, determine or advise on local variations in pay and conditions of service.
- To monitor the application of the Local Pension Scheme and Firemans' Pension Scheme.
- To monitor all retirements and dismissals made on medical grounds.

Employee Policies

- To ensure the introduction and continued application of good employee relations, procedures and practices.
- To ensure compliance with the provisions of all employment protection and related legislation.
- To act as the Authority’s appeal body for appropriate categories of employees in accordance with current agreed policies or where the internal mechanisms do not allow for the matters to be heard by officers. As the appeal body, to appoint panels comprising Members of the Committee or the Authority as appropriate.
- To ensure that good recruitment and selection practices are adopted for all HFRS employees.
- To be responsible for the appointment of Chief and Deputy Chief Fire Officers posts.
- To ensure the development and implementation of training and development activities to support the future needs of the service. Furthermore to develop and establish mechanisms to support the development of Fire Authority Members**.**
- To promote and monitor the Authority's equal opportunities and health, safety and welfare policies.
- To scrutinise the activities and outcomes of the Service with regard to its general duty to promote equality of opportunity, good relations and positive attitudes to people of different groups, and to eliminate unfair discrimination in employee policies. Also, to scrutinise the activities and outcomes of the service with regards to its general duty to promote health, safety and welfare policies.

Appendix B

Human Resources Committee

PROPOSED Terms of Reference

To advise the Authority on all matters of human resource management, training and development to maximise the effectiveness of the staff of the Hampshire Fire and Rescue Service.
To exercise the powers and duties except where otherwise stated (e.g. in the Scheme of Delegation) in the following matters:

Establishment, Staffing Levels and Structures

- To consider changes made by the Chief Officer under his delegated authority within the Service affecting staffing levels and grade variation, remuneration and conditions of service for individuals or groups of posts in the establishment.
- To consider and advise the Chief Officer on structural changes he/she has made or is intending to make.

When considering these issues, the Committee will have particular regard to the financial implications of any changes being made and will advise the Chief Officer accordingly.

Pay and Conditions of Service

- To receive reports on nationally negotiated variations to salary levels and conditions of service for all categories of staff and advise the Authority of their implications.
- To consider, determine or advise on local variations in pay and conditions of service.
- To complete the processes required under the national terms and conditions of service for Principal Officers (Gold Book) for the annual review of performance and local pay award via a sub-committee of the HR Committee. To be designated as the PO Pay Sub-Committee.
- To monitor the application of the Local Government Pension Scheme (LGPS), Firefighters Pension Scheme (FPS) and New Firefighters Pension Scheme (NFPS).
- To seek to influence the national agenda on terms and conditions of service that are negotiated on behalf Fire and Rescue Services and in particular for those roles relating to the firefighting profession.
- To ensure that the Service's pay policy is legally compliant, adopts best practice, meets nationally negotiated requirements and that the annual pay policy statement is suitably constructed and published as is required under the Localism Act. Once content, a recommendation will be passed to the full Authority for its' publication.

Employment Policy

- To ensure the introduction and continued application of good employee relations, procedures and practices.
- To ensure compliance with the provisions of all employment legislation.
- To act as the Authority's appeal body for appropriate categories of employees in accordance with current agreed policies or where the internal mechanisms do not allow for the matters to be heard by officers. As the appeal body, to appoint panels comprising Members of the Committee or the Authority as appropriate.
- To ensure that good recruitment and selection practices are adopted for all HFRS employees.
- To be responsible for the appointment of Chief and Deputy Chief Fire Officer posts.

- To ensure the development and implementation of training and development activities to support the future needs of the service.
- To promote the Authority's work on Inclusion and monitor the progress on equalities, health, safety and welfare policies.
- To scrutinise the activities and outcomes of the Service with regard to its general duty to promote equality of opportunity, good relations and positive attitudes to people of different groups, and to eliminate unfair discrimination in employee policies. Also, to scrutinise the activities and outcomes of the service with regards to its general duty to promote health, safety and welfare policies.
- To consider, determine or advise on priorities and objectives within the Service Plan relating to People and their development, including training, learning and development.

Elected Member Development

- To lead the development and establishment of mechanisms to support the development of Fire Authority Members via a sub-committee of the HR Committee**.**

Appendix C

Member Development Sub-committee to the Human Resources Committee

PROPOSED Terms of Reference

To provide the leadership and direction required to establish effective processes to support the development of the Elected Members of Hampshire Fire and Rescue Authority (HFRA).

As a sub-committee reporting to the HR Committee, provide advice, guidance and recommendations to the HR Committee on all matters relating to Elected Member Development.

The key responsibilities of the sub-committee are as follows:

- To develop, maintain and publish an elected member learning and development strategy.
- To work with officers and elected members to implement the elected member learning and development strategy.
- To provide the focus for the direct and indirect provision of member support and development activities that enable new and existing elected members to better understand and carry out their role as a member of the HFRA as outlined within the member profile.
- To support the annual review and collection of elected member development needs.
- To provide input into the creation of development activities, and in particular the Members Development Sessions held after each HFRA Meeting.
- To support the achievement and maintenance of the South East Employers (SEE) Charter Mark.

The sub-committee will comprise of 3 members of the HR Committee.

The Member Development Champion will chair meetings of the sub-committee. The Member Development Champion and members of the sub-committee will be to be appointed by the HR Committee.

Meeting frequency will be determined by the sub-committee.

This is not a decision making body.

Any amendment to these terms of reference must be approved by the HR Committee.

Appendix D

Principle Officer Pay Review Sub-committee to the Human Resources Committee

PROPOSED Terms of Reference

The Principal Officers Pay Review Sub-committee exists to address the requirement in the Gold Book conditions of service for Brigade Managers that the pay of Principal Officers will be considered at a local level on an annual basis. The procedure to be used is set out in the document “Methodology for the Annual Local Review of Principal Officer Pay”.

The sub-committee will comprise of 3 members of the HR Committee. The chairman and members of the sub-committee will be to be appointed by the HR Committee.

The Principal Office Pay Review Sub-committee will report to the HR Committee. All such reports will normally be covered by the confidentiality requirements for Authority matters and will therefore be considered when the press and public have been excluded from the meeting.

The sub-committee is not a decision making body.

Any amendment to these terms of reference must be approved by the HR Committee.