

## **Human Resources Committee**

### **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 group of the HR Committee. To be designated as the Principal Officer (PO) Pay Group.
- 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 of fire and rescue services and in particular for those roles relating to the fire fighting 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.

#### **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 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 equality, 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 regard 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 group of the HR Committee.