



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Members of Human Resources Policy and Challenge Group.

Bedford Borough Councillors: C Atkins and J Mingay

Central Bedfordshire: Councillors: P Downing

Luton Borough Councillors: M Ayub and Y Waheed

A meeting of **Human Resources Policy and Challenge Group** will be held at **Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK41 7NR** on **Tuesday, 7 June 2016** starting at **10.00 am**.

Karen Daniels
Service Assurance Manager

A G E N D A

Item	Subject	Lead	Purpose of Discussion
1.	Apologies		
2.	Election of Vice Chair 2016/17		
3.	Declarations of Disclosable Pecuniary and Other Interests	Chair	Members are requested to disclose the existence and nature of any disclosable pecuniary interest and any other interests as required by the Fire Authority's Code of Conduct. (see note below).
4.	Communications	Chair	
5.	Minutes	Chair	*To confirm the Minutes of the meeting held on 15 March 2016 (Pages 1 - 8)
6.	Terms of Reference		*To consider Terms of Reference (Pages 9 - 12)

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7.	Human Resources Performance Monitoring Year End Report and Programmes to date	ACO	*To consider a report (Pages 13 - 22)
8.	New Internal Audit Reports Completed to date	ACO	*To consider a report (Pages 23 - 36)
9.	Audit and Governance Action Plan Monitoring Report	ACO	*To consider a report (Pages 37 - 40)
10.	Absence Year End Report	HHR	To receive a presentation
11.	Draft 2016/17 Corporate Health and Safety Objectives	HSSP	(Pages 41 - 46)
12.	Occupational Accidents Year End Report	HSSP	* To consider a report (Pages 47 - 54)
13.	Annual Report on Provision of External Training	TDM	* To consider a report (Pages 55 - 62)
14.	Draft Public Sector Equality Scheme Review	DivAd	* To consider a report (Pages 63 - 82)
15.	Fitness, Best Practice Guidance	SHRA	* To consider a report (Pages 83 - 90)
16.	Firefighter Recruitment Selection and Training	TDM	* To consider a report (Pages 91 - 98)
17.	Corporate Risk Register	HSSP	* To consider a report (Pages 99 - 102)
18.	Work Programme 2016/17	Chair	* To consider a report (Pages 103 - 108)
	Next Meeting		10.00 am on 21 September 2016 at Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK41 7NR

Item

Subject

Lead

Purpose of Discussion

DECLARATIONS OF INTEREST

From 1 July 2012 new regulations were introduced on Disclosable Pecuniary Interests (DPIs). The interests are set out in the Schedule to the Code of Conduct adopted by the Fire Authority on 28 June 2012. Members are statutorily required to notify the Monitoring Officer (MO) of any such interest which they, or a spouse or civil partner or a person they live with as such, have where they know of the interest.

A Member must make a verbal declaration of the existence and nature of any Disclosable Pecuniary Interest and any other interest as defined in paragraph 7 of the Fire Authority's Code of Conduct at any meeting of the Fire Authority, a Committee (or Sub-Committee) at which the Member is present and, in the case of a DPI, withdraw from participating in the meeting where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.