



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: Y Waheed, T Khan and R Saleem

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 **Thursday, 29 June 2017** starting at **10.00 am**.

Karen Daniels
Service Assurance Manager

A G E N D A

Item	Subject	Lead	Purpose of Discussion
1.	Apologies	Chair	
2.	Election of Vice Chair 2017/18	Chair	
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.
4.	Communications	Chair	
5.	Minutes	Chair	* To confirm the Minutes of the meeting held on 21 March 2017 (Pages 1 - 6)
6.	Terms of Reference	Chair	* To consider Terms of Reference (Pages 7 - 10)

Item	Subject	Lead	Purpose of Discussion
7.	Human Resources Performance Monitoring Year End Report 2017/18 and Programmes to date	ACO	* To consider a report (Pages 11 - 22)
8.	New Internal Audit Reports Completed to date	ACO	* To consider a report (Pages 23 - 40)
9.	Audit and Governance Action Plans Monitoring Report	ACO	* To consider a report (Pages 41 - 52)
10.	Absence Year End Report (To include Occupational Health Support)	HHR	* To receive a presentation
11.	Occupational Accidents Year End Report	HPSBS	* To consider a report (Pages 53 - 62)
12.	Corporate Risk Register	HPSBS	* To consider a report (Pages 63 - 66)
13.	Review of Work Programme 2017/18	Chair	* To consider a report (Pages 67 - 72)
	Next Meeting		10.00 am on 20 September 2017 at Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK41 7NR

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.