



## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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Members of Human Resources Policy and Challenge Group.

Bedford Borough Councillors: C Atkins and J Mingay

Luton Borough Councillors: D Franks, R Saleem, T Khan 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 MK42 7NR** on **Thursday, 28 June 2018** starting at **10.00 am**.

Nicky Upton  
Democratic and Regulatory and Services Supervisor

### A G E N D A

| Item | Subject   | Lead  | Purpose of Discussion  |
|------|---|-------|--|
| 1.   | Apologies   | Chair |  |
| 2.   | Election of Vice Chair  | 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 (see note below). |
| 4.   | Communications  | Chair |  |
| 5.   | Minutes   | Chair | To confirm the minutes of the meeting held on 29 March 2018 (Pages 3 - 8)  |
| 6.   | Review of Terms of Reference  | Chair | To consider a report (Pages 9 - 12)  |
| 7.   | Human Resources Programme and Performance Monitoring 2017/18 Quarter 4 and Programmes to date | ACO   | To consider a report (Pages 13 - 24)   |

| <b>Item</b> | <b>Subject</b>  | <b>Lead</b> | <b>Purpose of Discussion</b>   |
|-------------|---|-------------|--|
| 8.          | Audit and Governance<br>Action Plans Monitoring<br>Report | ACO         | To consider a report<br>(Pages 25 - 32)  |
| 9.          | New Internal Audits<br>Completed to date                  | ACO         | To consider a report<br>(Pages 33 - 50)  |
| 10.         | Absence Year End Report                                   | HHR         | To receive a presentation  |
| 11.         | Occupational Accidents<br>Year End Report                 | HRes        | To consider a report<br>(Pages 51 - 60)  |
| 12.         | Single Equality Scheme<br>Review                          | DivAd       | To consider a report<br>(Pages 61 - 70)  |
| 13.         | Annual Report of Provision<br>of External Training        | HSS         | To consider a report<br>(Pages 71 - 78)  |
| 14.         | Corporate Risk Register                                   | HSDA        | To consider a report<br>(Pages 79 - 82)  |
| 15.         | Review of Work<br>Programme 2018/19                       | Chair       | To consider a report<br>(Pages 83 - 88)  |
|             | Next Meeting  |             | 10.00 am on 20 September<br>2018 at Conference Room, Fire<br>and Rescue Service<br>Headquarters, Kempston,<br>Bedford MK42 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.