

For Publication

**Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge
Group
21 March 2017
Item No. 10**

REPORT AUTHOR: ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)

SUBJECT: REVIEW OF WORK PROGRAMME 2016/17

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Background Papers: None

Implications (tick ✓):

LEGAL			FINANCIAL	
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New		CORE BRIEF	

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To review and report on the work programme for 2016/17 and to provide Members with an opportunity to request additional reports for the Human Resources Policy and Challenge Group meetings for 2017/18.

RECOMMENDATION:

That Members review the work programme for 2016/17 and note the 'cyclical' Agenda Items for each meeting in 2017/18.

**ZOE EVANS
ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)**

HUMAN RESOURCES POLICY AND CHALLENGE GROUP: PROGRAMME OF WORK 2016/17

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
7 June 2016	<ul style="list-style-type: none"> • Election of Vice Chair • Terms of Reference • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Absence Year End Report • Draft 2016-17 Corporate Health and Safety Objectives • Occupational Accidents Year End Report • Annual Report of Provision of External Training • Public Sector Equality Scheme Review • Corporate Risk Register • Work Programme 2016/17 		<ul style="list-style-type: none"> • Fitness Best Practice Guidance 	Added April 2016

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
21 September 2016	<ul style="list-style-type: none"> • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Health and Safety Annual Report • Corporate Risk Register • Work Programme 2016/17 			
5 January 2017	<ul style="list-style-type: none"> • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Public Sector Equality Duty Report • Corporate Risk Register • Review of the Fire Authority's Effectiveness • Work Programme 2016/17 		<ul style="list-style-type: none"> • Climate Survey • Equality Handbook 	<p>Included Dec 16 by ACO</p> <p>Included Dec 16 by ACO</p>

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
21 March 2017	<ul style="list-style-type: none"> • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Approve Annual HR Performance Indicators and Targets for 2017/18 • Equality Duty Report • 2017/18 Corporate Health and Safety Objectives • Corporate Risk Register • Review of Work Programme 2016/17 	<ul style="list-style-type: none"> • Included 5 January 2017 		

HUMAN RESOURCES POLICY AND CHALLENGE GROUP: PROGRAMME OF WORK 2017/18

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
29 June 2017	<ul style="list-style-type: none"> • Election of Vice Chair • Terms of Reference • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Absence Year End Report • Occupational Accidents Year End Report • Annual Report of Provision of External Training*¹ • Public Sector Equality Scheme Review*¹ • Corporate Risk Register • Work Programme 2017/18 	<p>*¹Deferred to Sept 2017 – Agreed at HRPCG 21 Sept 2016</p>	Occupational Health Support (Requested at FRA Briefing 7 February 2017 in particular support for Fire Personnel attending distressing incidents)	

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
21 September 2017	<ul style="list-style-type: none"> • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Health and Safety Annual Report • Annual Report of Provision of External Training*² • Public Sector Equality Scheme Review*² • Corporate Risk Register • Work Programme 2017/18 	* ² Deferred from June 2017 – Agreed at HRPCG 21 Sept 2016		

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
11 January 2018	<ul style="list-style-type: none"> • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Equality Duty Report • Corporate Risk Register • Review of the Fire Authority's Effectiveness • Work Programme 2017/18 			