

For Publication

Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge Group
29 March 2018
Item No. 12

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

SUBJECT: REVIEW OF WORK PROGRAMME 2017/18

For further information on this report contact: Nicky Upton
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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 2017/18 and to provide Members with an opportunity to request additional reports for the Human Resources Policy and Challenge Group meetings for 2018/19.

RECOMMENDATION:

That Members review the work programme for 2017/18 and note the 'cyclical' Agenda Items for each meeting in 2018/19.

ZOE EVANS

ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)

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*² • 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>*²Deferred to Sept 2017 – Agreed at HRPCG 29 June 2017</p> <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)	To be covered within the Absence Year End Report

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
20 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 	<p>*²Deferred from June 2017 – Agreed at HRPCG 21 Sept 2016</p> <p>Deferred to Jan 2018</p>	<ul style="list-style-type: none"> Positive Action Report* Election of Vice Chair 	<ul style="list-style-type: none"> Requested at HRPCG 21 March 2017 *Deferred to Jan 2018 Agreed at HRPCG

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 (Q2 & Q3) and Programmes to date • Equality Duty Report • Public Sector Equality Scheme Review*² • Corporate Risk Register • Review of the Human Resources Policy and Challenge Group's Effectiveness • Work Programme 2017/18 	* ² Deferred from Sept 2017	<ul style="list-style-type: none"> Positive Action Report* Appraisal Report 	*Deferred from Sept 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 March 2018	<ul style="list-style-type: none"> • Audit and Governance Action Plans Monitoring Report • New Internal Audit Reports Completed to date • Human Resources Performance Monitoring Report and Programmes to date • Proposed HR and Organisational Development Indicators and Targets for 2018/19 • 2017/18 Corporate Health and Safety Objectives to date and Proposed 2018/19 Corporate Health and Safety Objectives • Corporate Risk Register • Review of Work Programme 2017/18 		Fitness Guidance	Requested at the HRPCG for 11.01.18

HUMAN RESOURCES POLICY AND CHALLENGE GROUP: PROGRAMME OF WORK 2018/19

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	Item	Notes	Item	Notes
28 June 2018	<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 • Public Sector Equality Scheme Review • Corporate Risk Register • Work Programme 2018/19 			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
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20 Sept 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 • Public Sector Equality Scheme Review • Positive Action Report • Health and Safety Annual Report • Annual Report of Provision of External Training • Corporate Risk Register • Work Programme 2018/19 			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
10 January 2019	<ul style="list-style-type: none"> • Audit and Governance Action Monitoring Report • New Internal Audits Completed to date • Human Resources Performance Monitoring Report (Q2 & Q3) and Programmes to date • Equality Duty Report • Corporate Risk Register • Review of the Human Resources Policy and Challenge Group's Effectiveness • Work Programme 2017/18 			