

**For Publication**

**Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge  
Group  
7 June 2016  
Item No. 6**

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**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: TERMS OF REFERENCE**

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Background Papers: None

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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.*

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**PURPOSE:**

To review the Terms of Reference for the Human Resources Policy and Challenge Group.

**RECOMMENDATIONS:**

That:

1. Members consider the Terms of Reference for the Human Resources Policy and Challenge Group and recommend any changes for 2016/17 to the Fire Authority.
  2. The Terms of Reference be updated to include a statement that the Group reports to the Fire and Rescue Authority.
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1. Introduction

1.1 The Human Resources Policy and Challenge Group has been established to ensure that the following areas of the Fire and Rescue Service are functioning efficiently and effectively, challenging areas of under performance as required and approving any associated policy as necessary:

- Health, Safety and Welfare
- Equality and Diversity
- Training and Staff Development
- Human Resource Planning
- Organisational Development
- Payroll

2. Terms of Reference

2.1 The Terms of Reference for the Policy and Challenge Group were last revised in July 2014 and are appended to this report.

2.2 An Internal Audit carried out by RSM in February 2016 made a recommendation that the Terms of References for the Policy and Challenge Groups and Audit and Standards Committee be updated to define to whom they report.

2.3 Members are asked to consider the current Terms of Reference and recommend any changes required for 2016/17 to the Fire and Rescue Authority.

**J ATKINSON**  
**SECRETARY/MONITORING OFFICER**

## **HUMAN RESOURCES POLICY AND CHALLENGE GROUP**

The Human Resources Challenge and Policy Group has been established to ensure that the following areas of Service are functioning efficiently and effectively, challenging areas of under performance as required and approving any associated policy as necessary:

- Health, Safety and Welfare
- Equality and Diversity
- Training and Staff Development
- Human Resource Planning
- Organisational Development
- Payroll

### **Membership**

The Group is to consist of those Members appointed by the Fire and Rescue Authority for the ensuing year or as determined by the Fire and Rescue Authority.

One elected Member will be nominated as Chair of the Group by the Fire and Rescue Authority at its annual meeting and another elected Member will be nominated as Vice Chair at the first Group meeting held after the annual meeting. The Group may co-opt onto its membership any person, such as representatives or members of groups, who may provide specialist information or skills in assisting the Group to reach its aims and objectives set out below.

### **Quorum**

Business shall not be transacted at any meeting of the Human Resources Policy and Challenge Group unless at least three Members are present and at least one Member from two constituent authorities.

### **Support**

The Group will be supported by the individual Principal Officer with responsibility for Human Resources and Organisational Development and members of the Strategic Support Team.

### **Regularity of Meetings**

The Group is to meet a minimum of four times a year. Other meetings can be called when deemed necessary by any member of the Group and following agreement with the Group Chair.

## **Reporting**

*The Group has no delegated power to take decisions but its minutes are submitted to the FRA under a covering report from the Group's Chair with any recommendations.*

## **Terms of Reference**

1. To consider and report as necessary on performance in respect of the Fire and Rescue Authority's Human Resources and Organisational Development Directorate and be involved in the setting and monitoring of Service targets.
2. To approve the Human Resources and Organisational Development Sections of the Fire and Rescue Authority's Community Risk Management Plan (CRMP) and associated Annual Action plans.
3. To consider and approve the People Strategy, associated strategies and annual action plans.
4. To oversee the development, approval and implementation of the Fire and Rescue Authority's Single Equality Scheme.
5. To consider and approve Equality and Diversity annual reports.
6. To consider the findings of any community consultation or staff audits relating to Human Resources and Organisational Development.
7. To commission and oversee reviews into specified areas of work within the Human Resources and Organisational Development Directorate.
8. To consider any external reports relating to Human Resources and Organisational Development.
9. To monitor the effective identification and management of corporate risks relating to Human Resources functions.

*Revised Terms of Reference agreed by the CFA on 7 September 2011*

*Updated for change of Authority name – December 2012*

*Revised by HR Policy and Challenge Group on 13 June 2013*

*Quorum included – 2 July 2014*

*Reporting included for consideration at HR Policy and Challenge Group on 7 June 2016*