

**For Publication**

**Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge  
Group  
7 June 2016  
Item No. 18**

---

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

**SUBJECT: REVIEW OF WORK PROGRAMME 2016/17**

---

For further information on this report contact: Karen Daniels  
Service Assurance Manager  
Tel No: 01234 845013

---

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 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.

**RECOMMENDATION:**

That Members consider the work programme for 2016/17 and note the 'cyclical' Agenda Items for each meeting.

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

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
5 January 2017	<ul style="list-style-type: none"> <li>• Audit and Governance Action Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Human Resources Performance Monitoring Report and Programmes to date</li> <li>• Corporate Risk Register</li> <li>• Review of the Fire Authority's Effectiveness</li> <li>• Work Programme 2016/17</li> </ul>			

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