

For Publication

Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge
Group
15 March 2016
Item No. 12

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

SUBJECT: REVIEW OF WORK PROGRAMME 2015/16

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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 2015/16 and to provide Members with an opportunity to request additional reports for the Human Resources Policy and Challenge Group meetings for 2016/17.

RECOMMENDATION:

That Members review the work programme for 2015/16 and note the 'cyclical' Agenda Items for each meeting in 2016/17.

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

HUMAN RESOURCES POLICY AND CHALLENGE GROUP: PROGRAMME OF WORK 2015/16

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
23 June 2015	<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 2015-16 Corporate Health and Safety Objectives • Annual Equality and Diversity review and report • Occupational Accidents Year End Report • Annual Report of Provision of External Training • Corporate Risk Register • Work Programme 	Deferred from March 2015	Review of Employee Assistance Programme	Requested July 2014

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
15 March 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 • Approve Annual HR Performance Indicators and Targets for 2016/17 • Equality Duty Report • Corporate Risk Register • Review of Work Programme 2015/16 		<ul style="list-style-type: none"> • The National Living Wage • Discretions – Fire Pensions Schemes 	<p>Added by Audit and Standards Committee – 10 Dec 15</p> <p>Added by ACO Feb 2016</p>

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 			

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 • Corporate Risk Register • Review of the Fire Authority's Effectiveness • Work Programme 2016/17 			

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 			