

For Publication

Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge Group  
11 January 2018  
Item No. 11

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

**SUBJECT:** REVIEW OF HUMAN RESOURCES POLICY AND CHALLENGE GROUP EFFECTIVENESS 2017/18

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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 effectiveness of the Human Resources Policy and Challenge Group during 2017.

**RECOMMENDATIONS:**

That:

1. Members consider the effectiveness of the Human Resources Policy and Challenge Group (HRPCG); and comment on whether:
  - i. HRPCG have been effective and discharged their responsibility in regard to their terms of reference (HRPCG Terms of Reference are attached as an Appendix);
  - ii. There are any areas of their terms of reference which have not been considered and should be addressed; and

- iii. There is any training and development would assist them with the areas of the work of HRPCG.
  - iv. The recorded Minutes of the meeting will be fed into the facilitated meeting to be held on 18 January 2018 to review the Fire Authority's Effectiveness in 2017/18.
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## 1. Introduction

The Fire Authority publishes an Annual Review of its Effectiveness and Record of Member Attendance. This review and a resultant Action Plan are included in the Fire Authority's Annual Governance Statement, which forms part of the Statement of Accounts.

## 2. 2017/18 Review of the Fire Authority Effectiveness

2.1 On 28 September 2017, the Audit and Standards Committee considered proposals for a review of the Fire Authority's effectiveness in 2017/18 and agreed that the Policy and Challenge Groups and Committees review their effectiveness by considering three overarching questions:

- i. Does the Group/Committee consider they have been effective and discharged their responsibility in regard to the Group's/Committee's terms of reference?
- ii. Considering the Group's/committee's terms of reference are there any areas that have not been considered and should be addressed?
- iii. Does the Group/Committee consider any training and development would assist them with the areas of work of Group/Committee?

2.2 The minutes will be fed into the facilitated meeting to be held on 18 January 2018 following the Budget Workshop to review the Fire Authority's effectiveness in 2017/18.

## 3. Review of Human Resources Policy and Challenge Group Effectiveness

3.1 Human Resources is one of three Policy and Challenge Groups established by the Fire Authority to focus on the following areas of Bedfordshire Fire and Rescue work:

- Health, Safety and Welfare
- Equality and Diversity
- Training and Staff Development
- Human Resource Planning
- Organisational Development
- Payroll
- Pensions
- Terms of Conditions
- Fitness and Wellbeing

- 3.2 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.
- 3.3 Members are requested to review the terms of reference attached to confirm that they are content that the responsibilities for the Human and Resources Policy and Challenge Group have been discharged effectively or whether there are any areas which have not been met.

In relation to the Terms of Reference and span of responsibility, Members are asked to consider if there are any training or information items they would like added to the work programme for next year, either to the HRPCG or to the wider Member Development days.

#### 4. **Regularity of Meetings:**

- 4.1 The Human Resources Policy and Challenge Group meets four times a year, meetings for the current year were:

- 21 March 2017
- 29 June 2016
- 20 September 2017
- 11 January 2018

- 4.2 The meeting dates are agreed when the Calendar of Meetings for the following year is presented to the FRA at their December meeting. Attendance against the meetings will be reported to the Audit and Standards Committee on 28 March 2018.

#### 5. **Support:**

- 5.1 The Group is supported by the Principal Officer with responsibility for Human Resources and Organisational Development.
- 5.2 Officers with responsibility of the areas of work overseen by the Human Resources Policy and Challenge Group attend to present reports and respond to Members.

Officers who attended regularly during 2017 were:

- ACO, Director of Human Resources and Organisational Development
- Head of Special Projects
- Head of Operational Support
- Head of Organisational Assurance
- Head of Human Resources
- Diversity Adviser

Other personal also attended to present reports if the leads above were unavailable a Deputy has attended.

**6. Review of Work Carried Out:**

The Human Resources Policy and Challenge Group reviews their Work Programme each meeting and the following items have been discussed:

- Review of Terms of Reference (first meeting of the year)
- Performance Monitoring and Report on Programmes (each meeting)
- Audit and Governance Action Monitoring Reports (each meeting)
- Corporate Risk Register (each meeting)
- Annual HR Performance Indicators and Targets for the next financial year
- New Internal Audits including a follow up Audit on Training and Development of Operational Personnel
- Absence Year End Presentation
- Review of 2015/16 Corporate Health and Safety Objectives
- Draft 2016/17 Corporate Health and Safety Objectives
- Occupational Accidents Year End 2015/16 Report
- Occupational Health Support
- Annual Provision of External Training
- Equality Duty Report
- Public Sector Equality Scheme Review
- Discretions – Fire Pensions Schemes
- Health and Safety Annual Report
- Review of the Fire Authority's Effectiveness

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

## **HUMAN RESOURCES POLICY AND CHALLENGE GROUP TERMS OF REFERENCE**

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
- Pensions
- Terms and Conditions of Service
- Fitness and Wellbeing

### **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.
10. To approve the annual corporate health and safety objectives.

*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*

*Pensions, Terms and Conditions of Service and Fitness and Wellbeing added and Reporting Statement included – FRA Meeting 21 July 2016*

*Revised Terms of reference (Item 10 added) – FRA Meeting 19 July 2017*