

## **PROCEDURAL MATTERS**

### **RESPONSIBILITIES OF THE FIRE AUTHORITY AND STAFFING COMMITTEE**

Whilst preparing papers for Staffing Committee (which is due to take place after the Fire Authority on 18<sup>th</sup> September) it became apparent that there was a need to update the Re-Employment and Pension Abatement Policy. As it stands this is listed in the Constitution as one of four policies concerned with human resources/industrial relations which are the responsibility of the Fire Authority. These policies had been the responsibility of Policy Committee until it was removed from the committee structure.

Whilst there is no doubt that policies concerned with human resources and industrial relations are important, it would appear appropriate to pass responsibility for these to Staffing Committee.

**Members are asked to add the following responsibility to the current responsibilities of Staffing Committee:**

**To approve policies concerned with human resources, industrial relations and pensions.**

Notes:

- 1) If Members agree to this change responsibility for the Pay and Recognition Policy, Re-employment and Pension Abatement Policy, Re-organisation and Redeployment Policy and Retirement Policy would sit with Staffing Committee.
- 2) The Fire Authority would continue to be responsible for the approval of the People Strategy and the Pay Policy Statement (these will be added to the list that is contained in the Constitution). The Fire Authority will also continue to be responsible for appointing the Chief Fire Officer and Chief Executive and for approving the creation of any new post with a salary package in excess of £100,000.
- 3) For the sake of completeness the current responsibilities of Staffing Committee are listed below:
  - 3.74 To appoint Area Managers and roles of equivalent standing.
  - 3.75 To determine HR/IR matters (not delegated to officers or handled by JCC).
  - 3.76 To determine pension matters.
  - 3.77 To oversee key staff engagement and staff-related transformation activities.
  - 3.78 To oversee discipline, grievance, employment claims etc.
  - 3.79 To oversee relationships with representative bodies.
  - 3.80 To approve the re-engagement of staff who have been retired or made redundant (excluding on call).