

## **2015 Final Terms of Reference**

### **Stoke-on-Trent and Staffordshire Fire and Rescue Authority**

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#### **Human Resources and Ethics Committee**

##### **Constitution**

The Committee consists of 9 members with a quorum of 3.

##### **Purpose**

The purpose of the Human Resources and Ethics Committee is to consider developments or changes in legislation on employment law, national and local conditions of service, employee development and training and to make recommendations on any policy changes. The Committee will also ensure Members adherence to the Members Code of Conduct.

##### **Terms of Reference**

- To consider reports informing on developments and proposals relating to Human Resources matters including: employment law; health and safety; equal opportunities; national and local conditions of service; and employee development and training.
- To act as the final stage in the Authority's Grievance Procedures, at Director Level and above only when is required/necessary and make decisions.
- To develop Human Resources policies, having regard to new EU and UK legislation.
- To encourage the health, wellbeing and attendance of staff.
- To monitor the occurrence of discipline issues and grievances in the organisation
- To receive the notes of the Staff Consultation and Negotiation Forum.
- To promote and maintain a high standard of conduct by Members; to oversee the Registers of Members Interests; and to oversee the effectiveness of the Authority's procedures for investigating and responding to complaints about Members.
- To advise the Authority on the adoption or revision of the Members' Code of Conduct, and any protocols affecting Members.
- To assist, advise, train, or arrange to train Members on matters relating to the Code.
- To monitor the operation of the Code and any protocols and receive a formal Annual Review Report from the Monitoring Officer.
- To grant dispensations to Members from requirements relating to interests set out in the Code.

- To consider and as necessary convene and conduct a hearing in relation to any reports from the Monitoring Officer following advice from the Independent Person in relation to an alleged breach of the Code or any protocol.
- To act as the final stage in the Authority's complaints procedure, for the general public should complainants wish to refer an officer's decision at a prior stage to Members.

**Receive Notes from:** The Staff Consultation and Negotiating Forum

### **Delegation**

Delegated powers to act within its scope.

**Reporting to:** Minutes go to the Strategy and Resources Committee.

### **Frequency of Meetings**

The Committee will meet four times per year

(Established by the Authority on 21 October 2013 for implementation following the annual meeting of the Authority in June 2014).