Avon Fire Authority

People and Culture Committee

TERMS OF REFERENCE

Membership

There will be 9 Members of the Committee with a quorum of 4.

Determination of individual cases will be determined by a Panel of 3 Members (1 from each political group). The Panel is a Sub-Committee

Meeting Frequency

The Committee will meet 4 times per Municipal Year.

Reporting to

Full Committee - Minutes go to the Fire Authority.

Panels – inform the annual review.

Purpose

The keep under review the Authority’s compliance with its duties under the Equalities Act 2010 and make recommendations to the Authority and/or the Service Leadership Board (SLB) as necessary and the determination of employee related issues.

Lead Officer

Director of Service Delivery Support

Functions

As a Full Committee

- To undertake the recruitment and appointment of the Principal Officers, the Clerk and the Treasurer.
- To undertake the annual pay review for the Principal Officers and Statutory Officers and to make recommendations to the Fire Authority.
- To review the Statutory Pay Policy Statement annually and make recommendations to the Fire Authority.
- To undertake an annual review of all completed disciplinary, grievances and other employee disputes (including Employment Tribunals and personal injury claims).
- To undertake monitoring of the Authorities compliances against the Equality Act 2010.
- To undertake assurances that the organisation has in place sufficient measures to ensure the welfare, well being, policies and procedures affecting staff that promote positive culture.
To monitor aspects of service performance including health, safety and welfare, equality and training and development.

As a Panel

- To make suspension decisions and determine disciplinary matters against Principal and Statutory Officers.
- To determine grievances by and against the Principal and Statutory Officers.
- To determine appeals under the disciplinary or grievance procedures.
- To determine issues arising in relation to the payment of sick pay.
- To undertake Stage 2 reviews of Stage 1 determinations of disagreements in respect of pension matters under the Internal Dispute Resolution Procedure.
- To undertake the formal performance review of the Chief Fire Officer.
- To determine applications for re-employment from operational staff who retire.
- To determine any other employee dispute or appeal reserved to Members.