

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.