



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

SCOTTISH FIRE AND RESCUE SERVICE BOARD

CORPORATE GOVERNANCE

TERMS OF REFERENCE FOR THE STAFF GOVERNANCE COMMITTEE

Author/Role	Diane Vincent
Date of Risk Assessment (if applicable)	N/A
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Quality Control (name)	GM Rab Middlemiss
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1 INTRODUCTION

- 1.1 The Scottish Fire and Rescue Service (SFRS) has established a Committee of the Board known as the Staff Governance Committee. The overall purpose of the Staff Governance Committee is to provide strategic advice and direction on matters affecting employees and to ensure that staffing and remuneration arrangements support the strategic aims and ethos of the SFRS and are affordable.
- 1.2 The Staff Governance Committee has no decision making authority in its own right but will offer opinions, guidance, support and recommendations to the Board and the Accountable Officer on matters affecting employees.

2 MEMBERSHIP

- 2.1 The Staff Governance Committee shall consist of 5 Board members and will be supported by the Director of People and Organisational Development and other members of SFRS staff as appropriate to the agenda.
- 2.2 The composition and effectiveness of the Committee will be reviewed annually by the Board.
- 2.3 The current membership is detailed in Appendix 1.

3 REPORTING

- 3.1 The Committee will formally report, in writing, to the Chair of the Board and Accountable Officer after each meeting. A copy of minutes of the meeting will form the basis of the report.

- 3.2 Special reports from the Committee may be presented to the Board as required. Such reports should contain recommendations (with an equality impact and cost assessment where necessary) for the Board to consider.

4 RESPONSIBILITIES

- 4.1 The main responsibilities of the Staff Governance Committee are to:
- Advise on behalf of the Board and the Accountable Officer on strategic matters relating to the employment of SFRS staff.
 - Consider and keep under review People and Organisational Development policies and strategy for onward recommendation to the Board.
 - Champion the SFRS Dignity and Integrity at Work policy and the SFRS commitment to the overall equalities agenda.
 - Monitor the performance of SFRS in complying with relevant statutory obligations as an employer, including its Public Sector Equality Duty.
 - To consider appeals against dismissals and as required by SFRS employment and pension policies.
 - Monitor and undertake scrutiny of performance in relation to staff governance against which workforce plans, performance, health, safety & wellbeing and learning & development can be measured and reported.
 - Undertake any other staffing related review or activity as requested by the Board.
 - Nominate up to 2 representatives to attend and report back on the Employee Partnership Forum.
- 4.2 In addition the Staff Governance Committee will form a sub-committee known as the Remuneration, Appointment and Negotiations Sub Committee which has its own Terms of Reference.

5 RIGHTS

- 5.1 The Committee is authorised by the Board and the Accountable Officer to provide strategic guidance and, where necessary advise the Board on matters relating to the employment of staff.

5.2 The Committee may:

- Co-opt additional members for a period to provide specialist skills, knowledge and experience.
- Seek information from the Strategic Leadership Team.
- Seek guidance and, where appropriate, escalate matters to the Partnership Advisory Group.
- Approve own minutes at the next Committee meeting.
- On occasion hold workshop sessions as required.

5.3 The Staff Governance Committee is not a decision making forum, recommendations and outcomes are subject to SFRS Board scrutiny and governance arrangements. The exception to this is in its role in hearing appeals against dismissal where the decision made is final and in appeals for the internal disputes resolution procedure relating to pensions.

6 ACCESS

6.1 The Director of People and Organisational Development will have free and confidential access to the Chair of the Staff Governance Committee.

7 MEETINGS

7.1 The procedures for meetings are:

- The Staff Governance Committee will meet at least 4 times each financial year.
- In the absence of the Chair, one of the other members will assume the role for the duration of the meeting.
- The Chair of the Staff Governance Committee may request an additional meeting if s/he considers it necessary.

- A minimum of 3 members will be present for the meeting to be deemed quorate.
- In addition, the Staff Governance Committee may be required to meet from time to time to consider specific remuneration matters and disciplinary or grievance cases, in accordance with SFRS policies on these matters.

8. RELATIONSHIP TO OTHER COMMITTEES

8.1 The Staff Governance Committee will have strategic relationships with all three of the other committees:

- Service Delivery
- Service Transformation
- Audit & Risk Assurance

8.2 The Integrated Governance Group will review and co-ordinate intended outcomes between Committees to prevent duplication and ensure alignment of business.

9 INFORMATION REQUIREMENTS

9.1 A list of suggested minimum requirements for the inputs which should be provided to the Staff Governance Committee is contained at Appendix 2.

Appendix 1

Current Membership:

Members

- 5 Board members.
- Chair of Board (Ex-officio Member).

Others in attendance

- Director of People and Organisational Development.
- Other representation as appropriate and by invite.

Appendix 2

For each meeting the Staff Governance Committee will be provided with:

- A note of the previous meeting
- An update on the Staff Governance Committee Action/Decision log

As and when appropriate, the Staff Governance Committee will also be provided with:

- Information and proposals pertaining to SFRS pay and reward arrangements
- Proposals for key strategies and policy frameworks (i.e. agree principles of)
- A summary of employment tribunal cases/claims
- Results of employee surveys
- Workforce profiles (equalities indices)
- Workforce planning reports
- Quarterly Performance Report

Appendix 3

Standing Agenda

- 1. Welcome/opening remarks**
- 2. Apologies**
- 3. Declarations of interests**
- 4. Minute of last meeting**
- 5. Action log**
- 6. Overview report – Director of People and Organisational Development (POD)**
 - a. POD Annual Operating Plan: report on forward plan (specific reports for approval where relevant)
 - b. POD performance report: key trends and actions
 - c. Significant risks and issues
- 7 Working Together Update**
 - a. Update from the Employee Partnership Forum
 - b. Review of partnership projects/programmes of work
 - c. Matters of note arising from Representative Bodies, including NJC report
- 8 SFRS staff governance matters:**
 - a. Equalities, Update including Cultural Audit update
 - b. Health, safety and wellbeing report
 - c. Training needs analysis and compliance report
 - d. Significant Policies Reviewed and New Policies
- 9. AOCB**
- 10. Private Session**
 - a. Remuneration report (pay and reward)
 - b. Workforce planning report (including plan for appointments of note)
 - c. Appeals to the Board