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FIRE AND RESCUE SERVICE

Working together for a safer Scotland

Report To:	STAFF GOVERNANCE COMMITTEE
Report No:	C/SGC/01-15
Date:	TUESDAY 23 JUNE 2015
Report By:	WILLIAM MCQUEEN, CHAIR OF THE STAFF GOVERNANCE COMMITTEE

Subject:	STAFF GOVERNANCE COMMITTEE TERMS OF REFERENCE
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1. PURPOSE

- 1.1 The purpose of the report is to present revised draft Terms of Reference for the Staff Governance Committee, which is attached at **Appendix 1**.

2. RECOMMENDATION

- 2.1 Members are invited to agree the content of the attached revised Staff Governance Committee Terms of Reference and recommend they go forward for approval by the Board at its meeting on 30 July 2015.

3. BACKGROUND

- 3.1 At the meeting of the Board of the SFRS on 28 May 2015, it was agreed that the Staff Governance Committee Terms of Reference be revised in line with the comments made by Board Members and the revised Scheme of Delegation, and then be brought back to the July meeting of the Board for approval.
- 3.2 Following this, a meeting took place on 09 June to consider revisions to the Terms of Reference, including how to align them with the revised Scheme of Delegation.

4. REVISIONS

- 4.1 Track changes at **Appendix 1** indicate where revisions have been made to the Terms of Reference that were presented to the Board on 28 June 2015, and are in support of the comments outlined at Section 3.1 of the report.

5. LEGAL CONSIDERATIONS

- 5.1 There are no legal implications arising from the adoption of the above-mentioned arrangements.

6 FINANCIAL CONSIDERATIONS

- 6.1 There are no financial implications arising from the adoption of the above-mentioned arrangements.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 The existing Equality Impact Assessment – Board Operating Arrangements, has been reviewed and there are no issues arising from the recommendations.

WILLIAM MCQUEEN
Chair of the Staff Governance Committee

23 June 2015

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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
Date of Equality Impact Assessment	
Date of Impact Assessment (commenced)	N/A
Date of Impact Assessment (concluded)	N/A
Quality Control (name)	Roy Dunsire
Authorised (name and date)	William McQueen
Date for Review	May 2016

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1 INTRODUCTION

The Board of the Scottish Fire and Rescue Service has established a committee of the Board known as the Staff Governance Committee. The Committee's overall purpose 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.

The 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

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.

The composition and effectiveness of the Committee will be reviewed periodically by the Board.

The current membership is detailed in Appendix 1.

3 REPORTING

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.

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.

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4 RESPONSIBILITIES

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 as required by SFRS employment and pension policies;
- Satisfy the expectations of Scottish Government, the Board and the Accountable Officer whilst remaining consistent with the expectations of the wider employee population;
- Establish, monitor and undertake scrutiny of performance criteria against which workforce plans, performance, health, safety & wellbeing and learning & development can be measured and reported;
- Hear appeals against dismissal;
- Undertake any other staffing related review or activity as requested by the Board ~~and the Accountable Officer~~, and
- Nominate up to 2 representatives to attend and report back on the Employee Partnership Forum;

In addition the Staff Governance Committee will form a sub-committee known as the Remuneration Committee which will:

- Ensure that remuneration arrangements support the strategic aims of the SFRS;
- Make recommendations on behalf of the Board and the Accountable Officer, with regard to the SFRS pay and reward framework and remuneration processes;

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- In collaboration with the Chair of the Board, conduct the performance appraisal of the Chief Officer and review the performance appraisals of the Strategic Leadership Team (act as counter-signing officers);
- In collaboration with the Chair of the Board, make recommendations to the Board regarding remuneration policy in respect of the Strategic Leadership Team and members of Senior Management, and, keep these under review; ~~(note: irrespective of the membership of the Staff Governance Committee, the Chair of the Board has a responsibility for SLT/Senior Management remuneration arrangements);~~
- Establish the collective bargaining machinery for SFRS Support Staff;
- Take account of national negotiations and collective bargaining machinery for Uniform Staff;
- Ensure that remuneration arrangements enable the recruitment, motivation and retention of employees while complying with Scottish Government regulatory and governance requirements;
- Select, appoint and determine terms of reference for independent remuneration consultants to advise the Board and the Accountable Officer on remuneration policy and levels of remuneration;
- Work with the Audit and Risk Committee to ensure that risk and risk appetite are properly considered in recommending the remuneration policy.

~~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.~~

5 RIGHTS

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.

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The Committee may:

- Co-opt additional members for a period to provide specialist skills, knowledge and experience;
- Seek information from the Strategic Leadership Team, and
- Seek guidance and, where appropriate, escalate matters to the Partnership Advisory Group.

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

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

7 MEETINGS

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;

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- 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 INFORMATION REQUIREMENTS

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

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Appendix 1

Current Membership:

Members:

- Bill McQueen (Chair)
- Marieke Dwarshuis
- Robin Iffla
- Kirsty Darwent
- Martin Togneri
- Pat Watters (ex-officio)

In Attendance

- Diane Vincent
- Other SFRS representatives as appropriate to the agenda

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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