



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Report To:	SCOTTISH FIRE AND RESCUE BOARD
Report No:	C/SGC/02-15
Date:	23 JUNE 2015
Report By:	PETER HEATH, HEAD OF HR AND ORGANISATIONAL DEVELOPMENT

Subject:	STAFF GOVERNANCE COMMITTEE STANDING AGENDA
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1 PURPOSE

- 1.1.1 The purpose of this report is to present the Committee with a standing agenda for public meetings for 2015/16, which is attached at Appendix 1.

2 RECOMMENDATION

- 2.1 Members are invited to approve the Standing Agenda for 2015/16.

3 BACKGROUND

- 3.1 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.
- 3.2 A Standing Agenda is good practice, enabling effective agenda management of future Committee meetings and allowing members to focus on key priorities and policies over the coming year.

4 STANDING AGENDA OF COMMITTEE BUSINESS

- 4.1 The standing agenda items are items on every regular scheduled meeting of business; this is to allow members to consider key priorities and policies and focus on the Committee's main responsibilities and advising the Board and the Accountable Officer.
- 4.2 At special meetings the standing items are not added to the agenda automatically.

NOT PROTECTIVELY MARKED

- 4.3 A number of standing items have been determined to be confidential and it has been decided these would be held in private sessions; this part of the meeting will take place as a closed session excluding members of the public.

5 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications arising from the adoption of the standing agendas.

6 LEGAL CONSIDERATIONS

- 6.1 There are no legal implications arising from the adoption of the standing agendas.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 A full equality impact assessment regarding forward planning arrangements was carried out as part of the EIA for the service's Board Governance and Corporate Administration arrangements.

AM PETER HEATH

Head of Human Resources and Organisational Development

Proposed standing agenda

- 1 Welcome/opening remarks**
- 2 Apologies**
- 3 Declaration of interests**
- 4 Minutes 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. Cultural audit update
 - b. Health, safety and wellbeing report
 - c. Training needs analysis and compliance report
- 9 AOB**
- 10 Private Session**
 - a. Remuneration report (pay and reward)
 - b. Workforce planning report (including plan for appointments of note)
 - c. Appeals to the Board