



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	19 June 2019
OFFICER	Graham Britten, Director of Legal and Governance
LEAD MEMBER	Chairman
SUBJECT OF THE REPORT	Revision of Policy Documents
EXECUTIVE SUMMARY	<p>There are a number of policies and procedures, which are approved by the Authority, or by its Executive, or by its Overview and Audit Committee.</p> <p>The purpose of this report is to re-assign or remove responsibilities currently designated in those policies and procedures to a Director of People and Organisational Development.</p> <p>The current post-holder will be leaving the Authority on 31 July 2019.</p> <p>At its meeting on 6 February 2019 the Executive Committee resolved that a review of the Senior Management Team structure and function be undertaken, taking account of opportunities for potential collaboration and potential efficiencies to be gained as well as broadening roles be undertaken.</p> <p>Whilst this review is undertaken, the Director of People and Organisational Development post will not be filled.</p>
ACTION	Decision
RECOMMENDATIONS	<p>It is recommended that:</p> <ol style="list-style-type: none"> The following documents be amended so that references to the Director of People and Organisational Development be deleted and replaced by the Deputy Chief Fire Officer: <ul style="list-style-type: none"> Equality Diversity and Inclusion Policy The following documents be amended so that references to the Director of People and Organisational Development be deleted and replaced by the Head of Human Resources: <ul style="list-style-type: none"> Whistleblowing Procedure Financial Regulations Managing Business Change The following documents be amended so that

	<p>references to the Director of People and Organisational Development be deleted:</p> <ul style="list-style-type: none"> • Scheme Manager's Pension Discretions (Firefighters Pension Scheme 2015) • Amendments to the Firefighters' Pension Scheme 1992 and the New Firefighters' Pension Scheme 2006 (Effective 1 July 2013) Discretions • Pay Policy Principles and Statement • Relocation Assistance Scheme
RISK MANAGEMENT	The re-allocation or removal of responsibilities currently assigned to a Director of People and Organisational Development will ensure that compliance with internal governance can be maintained.
FINANCIAL IMPLICATIONS	None arising from the proposed amendments.
LEGAL IMPLICATIONS	The proposed amendments will ensure that the procedures accord with the interim structure.
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	All of the relevant policies and procedures have a review cycle, during which collaboration opportunities will be considered before being presented to the relevant approval body of the Authority for adoption.
HEALTH AND SAFETY	There are no health and safety implications arising from this report.
EQUALITY AND DIVERSITY	As part of the review into employment related policies and procedures, appropriate People Impact Assessments will be carried out as necessary.
USE OF RESOURCES	The reallocation of roles in the procedures and policies have been agreed with the relevant officers. The changes maintain appropriate separation of responsibilities consistent with good governance.
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Background</p> <p>06 February 2019 Executive Committee: https://bucksfire.gov.uk/files/3715/5074/0264/ITEM_2_EXECUTIVE_COMMITTEE_DRAFT_MINUTES_060219_v1.pdf</p> <p>Overarching employment related policies: https://bucksfire.gov.uk/about-us/our-policies/employment-related-policies/</p> <p>13 March 2019 Overview and Audit meeting (for EDI policy and Whistleblowing procedure): https://bucksfire.gov.uk/files/3615/5143/7680/OVERV</p>

	<p>IEW AND AUDIT AGENDA PACK 130319 compressed.pdf</p> <p>2018/19 Pay Policy Principles and Statement: https://bucksfire.gov.uk/files/3515/5410/6753/Pay_Policy_Principles_and_Statement_2019-20.pdf</p> <p>Fire Authority report 18 October 2017: Scheme Manager’s Pension Discretions (Firefighters Pension Scheme 2015): https://bucksfire.gov.uk/files/3215/0719/9609/ITEM_13_Scheme_Manager_Pension_Discretions_FPS_2015_Fire_Authority_18.10.17Appendices-min.pdf</p> <p>Executive Committee report 17 July 2013: Amendment to the Firefighters’ Pension Scheme 1992 and 2006: https://bucksfire.gov.uk/files/3514/5552/9546/170713Executive.compressed.pdf</p> <p>Approval of revisions to the Authority’s constitutional documents (Managing Business Change): https://bucksfire.gov.uk/files/2414/5555/2793/BMKFA_12062013.compressed.pdf</p> <p>Human Resources Sub-Committee of the Executive Committee 8 August 2012 Relocation Assistance Scheme: https://bucksfire.gov.uk/files/9414/5554/8645/HR080812.compressed.pdf</p> <p>Overview and Audit 26 July 2017: Review of Financial Regulations (for recommendation to Fire Authority): https://bucksfire.gov.uk/files/7915/0719/9353/ITEM_7b_Review_of_Financial_Regulations_-_Cover_Report_-_Jul_2017Appendix.pdf</p>
APPENDICES	None.
TIME REQUIRED	10 minutes
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