

POLICY AND STRATEGY COMMITTEE

Role – based on the Government publication ‘Local Leadership, Local Choice’ it is proposed that within new Governance arrangements the Policy & Strategy Committee will lead the strategic planning process and the preparation of plans and strategies. It will consult on and draw up the annual budget for submission to the full Fire & Rescue Authority and take in-year decisions on resources and priorities. In addition, it will be the focus for forming partnerships with other agencies.

Responsibilities – according to Government guidelines, the Policy & Strategy Committee should be responsible for all matters of Fire & Rescue Authority Business other than those required by legislation to be dealt with by the full Fire & Rescue Authority or those matters required by legislation not to be the responsibility of the Policy & Strategy Committee.

Given the fact that the Fire & Rescue Authority is, for all relevant purposes a single Service Authority, the desire within the Fire & Rescue Authority for inclusivity and the size of the Fire & Rescue Authority itself, the extent of delegation should be carefully considered to ensure individual ownership of corporate outcomes by Members.

The Policy & Strategy Committee will be called upon and have delegated responsibility to deal with any urgent matter that cannot await consideration by the full Fire & Rescue Authority.

Regular Cycle of Meetings – four times per annum.

Membership – 6 Members including the Chair of the Fire and Rescue Authority

Advisors

Chief Fire Officer
Plus Strategic Management Team Officers as appropriate.
Clerk to the Fire & Rescue Authority

Quorum

3 Members

POLICY AND STRATEGY COMMITTEE

Terms of Reference

1. To consider and make decision on the overall strategic aims and objectives of the Fire and Rescue Authority and make recommendations to the full Fire and Rescue Authority.
2. To consider and determine all financial matters appertaining to the Fire and Rescue Authority with the exception of:
 - (a) Approval of the annual budget and related issues;
 - (b) Approval of financial regulations;
 - (c) Any matter which by law must be decided by the full Fire and Rescue Authority.
3. To lead on all matters relating to the Authority's consultation and communication strategies and to act as the main conduit for the expression of public opinion on Fire Service issues.
4. To work with the Chief Fire Officer in the production of the Services' business plan, including consultation, timetable for delivery, Member engagement and annual reports.
5. To oversee all matters pertaining to the corporate governance of the Authority.
6. To ensure that issues raised in the Authority's consultation processes are fully taken into account of in planning and decision making.
7. To consider reports from external sources which have strategic implications for the Fire and Rescue Authority.
8. To make recommendations to the Fire and Rescue Authority as appropriate.
9. To consider any matters referred by the Fire and Rescue Authority either for decision or report to the Authority.
10. To make recommendations to the Fire and Rescue Authority on the pay and conditions of Principal Officers.
11. To consider proposals of government departments and other national and regional bodies which have national or regional implications or which would affect the Authority in its relationships with other authorities.
12. To act upon government policy with regard to Fire and Rescue Services (Fire and Rescue Services Act, Fire and Rescue Service National Framework).
13. To act as an emergency committee.
14. To be responsible for risk management including the implementation of the action plan attached to the risk management policy, considering risks to which

the Authority may be exposed and developing the strategy to reduce or eliminate these.

15. To establish, as required, task and finish groups.
16. To hold responsibility for the governance and direction of arrangements for commissioning of Authority members' development programme and succession planning.
17. To receive regular reports from the Strategic Equalities Board on compliance with equalities legislation and to report as appropriate to the Fire Authority.
18. To consider and make decisions on absence monitoring.

COMMUNITY SAFETY COMMITTEE

Role – the Community Safety Committee will focus on issues relating to strategic aspects of service delivery, including the exploration of new services relating to the accomplishment of the Fire & Rescue Authority’s vision.

Responsibilities – the Community Safety Committee is responsible for consideration of the service delivery development requirements of the Authority. It is directly responsible for the service delivery options for the production of the Community Safety Plan. This Committee will be responsible for the Authority’s engagement with stakeholders in the interests of improving service delivery and effectiveness, and sharing best practices. It will need to develop a clear strategy on how to involve the public and other stakeholders in decisions and the development and review of strategy and policy.

Regular Cycle of Meetings – four times per annum.

Members Comprising – 5 Members

Advisor – Assistant Chief Fire Officer (Risk Response/Reduction)

Quorum – 3

COMMUNITY SAFETY COMMITTEE
Terms of Reference

To consider and make decisions on:

1. All matters relating to the development, promotion and delivery of a co-ordinated community safety strategy.
2. To consider areas for partnership in conjunction with partner organisations.
3. To monitor the participation of partner organisations in relation to Service and Authority planning and target setting processes.
4. To receive and review community safety data.
5. Convene any working parties or task groups as may be appropriate to assist in fulfilling the duties of the Committee.
6. To have due regard to equal opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
7. Review the operational capability and response of the Service.
8. Consider and, if appropriate, determine any other matters which may be referred to the Committee by the Authority.
9. To report any decisions made in relation to items 1-8 above to the Fire and Rescue Authority.

To consider and make recommendations to the Fire and Rescue Authority on:

1. Any future strategy with regard to resource location and deployment.
2. The strategy for the delivery of education, prevention and response.
3. Consider all matters related to the civil contingencies function of the Authority.
4. To recommend to the Policy and Strategy Committee long term objectives for the reduction of preventable deaths and injuries.
5. To work to ensure that the Service meets its expectations on the reduction of fire deaths and injuries as identified in the Fire and Rescue Services National Framework.

HUMAN RESOURCES COMMITTEE

Role – based on the significant requirements of the identified Human Resources agenda, this Committee has a major role to play in the development and implementation of the Human Resources Strategy and its component policies, the development of policies and actions associated with the Race Equality Scheme and Learning and Development Strategy.

Responsibilities – the Human Resources Committee has responsibility for the Human resources Strategy and the monitoring of performance related to policies enacted in support of it.

Regular Cycle of Meetings – four times per annum.

Members Comprising – 5 Members

Advisor – Deputy Chief Fire Officer

Quorum – 3

HUMAN RESOURCES COMMITTEE
Terms of Reference

To consider and make decisions on:

1. HR issues, including the recruitment and retention of staff, equal opportunity employment issues, employment tribunals, training and development and occupational health.
2. Issues regarding the pay and terms/conditions of staff below the grade of Assistant Chief Officer or equivalent.
3. Pension issues.
4. To have due regard to equal opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2011.
5. To be responsible for the health and safety function, including recommending Fire and Rescue Authority priorities for health and safety in the overall strategy, monitoring the Service's discharge of its legal duties in respect of health and safety, ensuring that the Service has appropriate health and safety management systems in place, exceptionally requesting the carrying out of audits by the Service on health and safety issues.
6. To initiate, facilitate and implement revised policies with regard to personnel development.
7. To assess, prepare and review the impact of more flexible working patterns as part of the whole work life balance approach.
8. To consider and, if appropriate, determine any issues delegated by the Fire and Rescue Authority.
9. To review performance indicators, as directed by the Performance Monitoring Committee, relating to human resources issues.
10. The Chief Fire Officer to report on at least an annual basis regarding progression in achieving the targets in the human resources strategy.
11. To report any decisions made in relation to items 1 -10 above, to the Fire and Rescue Authority

To consider and make recommendations to the Fire and Rescue Authority on:

1. Delegated responsibility for the approval of compensation payments under the discretionary compensation payments policy (decisions to be reported to the Authority for information).

2. Matters relating to staffing, including structure and terms and conditions of staff including the Clerk/Treasurer.
3. To set and review a learning and development strategy that ensures all personnel are prepared to meet their responsibilities as employees.
4. To set the occupational health direction/strategy and review as appropriate.
5. To set health, safety and welfare policy and strategy and to deal with health and safety welfare issues, as they arise.
6. Ensure the Service meets its requirements under the Disability Discrimination Act and other specific legal requirements.
7. To provide leadership and direction with regard to the implementation of the human resources strategy.
8. To monitor the 're-engagement on retirement policy' and to assess its impact.

FINANCE AND RESOURCES COMMITTEE

Role – the Finance and Resources Committee will focus on issues relating to strategic aspects of financial and resource management including the Capital programme, property strategy and efficiency-based requirements relating to the accomplishment of the Fire & Rescue Authority's vision and Government's expectations.

Responsibilities – the Finance and Resources Committee will be responsible for the finance and property strategies, as well as overseeing reviews and audits relating to value for money and efficiency.

Regular Cycle of Meetings – four times per annum.

Members Comprising – 5 Members

Advisors –

Head of Finance and Resources
Treasurer to the Fire & Rescue Authority

Quorum – 3

FINANCE AND RESOURCES COMMITTEE
Terms of Reference

To consider and make decisions on:

1. The audit function, including the appointment of internal/external auditors, the contents of the external auditor's management letter, the arrangements for internal audit and the annual accounts.
2. To ensure the fees and charges for services provided by the Authority are kept under review.
3. Oversee the development and implementation of a Code of Governance in accordance with CIPFA Guidance.
4. Property and other related issues.
5. To have due regard to equal opportunities.
6. To agree the implementation of and review the outcomes of Cardiff Checks.
7. Consider reports of the District Auditor and the Audit Commission relating to the efficiency and effectiveness of the Authority.
8. Establish and direct procedures for the implementation, maintenance and amendment of the revenue budget and capital programme.
9. Exercise financial control over expenditure within the approved budgets and capital programme of the Authority.
10. Consider recommendations to incur capital expenditure.
11. Consider proposals involving the increasing or reduction of income including the writing off of monies owed to the Authority beyond those delegated to Officers.
12. Consider and, if appropriate, determine any other matters which may be referred to the Committee by the Fire & Rescue Authority.
13. Act as Audit Committee on behalf of the Authority by ensuring that an effective internal control environment is maintained (including the safeguarding of assets, maintenance of proper accountancy records and the reliability of financial information).
14. Consider policies for the raising and investment of funds.
15. Consider proposals for awards of contracts exceeding OJEU limits.

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16. Assist from time to time as required in the opening of tenders exceeding OJEU limits.
17. Consider proposals to exercise virement between lines within the approved budget where these are outside the delegate powers of Officers.
18. To be responsible for the review and monitoring of the Annual Governance Statement and any actions arising.
19. To report any decisions made in relation to items 1 - 18 above, to Fire and Rescue Authority.

To consider and make recommendations to the Fire and Rescue Authority on:

1. Financial and economic policies.
2. The Medium Term Financial Plan.
3. Annual revenue/capital budgets and levels of Council Tax.

PERFORMANCE MONITORING COMMITTEE

Role – the role of the Performance Monitoring Committee is to carry out monitoring of performance, reviewing decisions, and undertaking cross-section reviews of individual areas of the Service.

Responsibilities – the responsibility of the Performance Monitoring Committee is to deal with all matters relating to the improvement of performance within the Nottinghamshire and City of Nottingham Fire & Rescue Authority. Through effective audit processes and reviews, the Performance Monitoring Committee is to action improvements in required areas as necessary.

In particular:

- Fire and Rescue Authority decisions and actions
- Annual Reports
- Auditors reports
- Financial management
- Areas as designated by the Fire and Rescue Authority

Regular Cycle of Meetings – four times per annum

Members Comprising – 5 Members

Advisor – Deputy Chief Fire Officer

Quorum – 3

PERFORMANCE MONITORING COMMITTEE
Terms of Reference

1. To monitor and review the Service's performance in relation to:
 - National performance indicators
 - Local performance indicators
 - Specific improvement plans
 - Service-wide audits (internal and external)
2. To act on and investigate 'best practice'.
3. To agree benchmarking methodologies for the Service.
4. To consider any matters referred to it by the Fire Authority or any other Committee of the Fire Authority.
5. To commission and receive reports from the Best Value Review Board as and when required.
6. To action and seek reports on any improvement plans implemented.
7. To agree and commission 'peer review' processes as and when appropriate.
8. To have due regard to equal opportunities.

PERSONNEL COMMITTEE

Role – to take decisions with regard to the following specific personnel issues.

Responsibilities – to ensure that the Fire and Rescue Authority meets its requirements and responsibilities with regard to its employees in respect of:

- Contractual
- Legal
- Financial and
- Pension issues

Meets as required - at the rising of Fire & Rescue Authority.

Members Comprising –

7 Members to include a Committee Member from the HR Committee

Advisors –

Clerk to the Fire and Rescue Authority
Principal Officers as appropriate

Quorum – 3

PERSONNEL COMMITTEE
Terms of Reference

1. To hear and decide on grading appeals and appeals relating to equal pay. Decisions of the Committee are to be without prejudice to any rights of the individual to pursue matters elsewhere.
2. To hear appeals brought to Members level through formal processes, e.g. grievance and harassment complaints procedures and recruitment appeals. Decisions of the Committee are to be without prejudice to any rights of any party to pursue matters elsewhere.
3. To have due regard to equal opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
4. To reconsider and determine under section 50 of the Pensions Act 1995 and the Occupational Pensions Scheme (Internal Disputes Resolution Procedures) Regulations 1996 and matters relating to pensions other than those exempt by the 1996 regulations.
5. To consider and determine all requests for consideration of cases under the Fire Fighters Pension Scheme.
6. Consider and, if appropriate, determine any other matters which may be referred to the Committee.
7. Consider applications for sports leave as detailed by the Service's policy on this issue.

The Personnel Committee will not be concerned with general personnel policy related items, which will continue to be referred to the full Fire Authority via the Human Resources Committee and the Policy and Strategy Committee.

STANDARDS COMMITTEE

Role – to examine any concerns about standards of conduct by Members or Officers of the Fire & Rescue Authority, and to make recommendations, give approval and support to any changes in the present arrangements to ensure the highest standards of propriety within Nottinghamshire and City of Nottingham Fire & Rescue Authority.

Responsibilities –

1. To promote and maintain high standards of conduct by Members and employees.
2. To oversee ethical issues and provide advice and guidance relating to conduct.
3. To assist in determining any complaints of a breach of the Fire & Rescue Authority's procedures.
4. To consider the adoption or amendment of any procedure to assist Officers and members in maintaining their integrity with regard to Fire & Rescue Authority matters.

Meets as and when required, minimum of one per annum.

6 Members Comprising –

1 x Labour
1 x Conservative
1 x Liberal Democrat
1 x Other Elected Member
2 x Independent Members

Advisors –

Chief Fire Officer
Monitoring Officer

Quorum –

Three of which one must be an Independent (non-Authority) Member except where an Independent Member is prevented or restricted from participating in any business of the Authority by virtue of its Code of Conduct.

STANDARDS COMMITTEE

Terms of Reference

The proceedings of the Standards Committee shall be as determined by the Local Government Act 2000 and regulations and guidance made there-under and otherwise as determined by the Committee itself.

The Standards Committee shall have power to report, with recommendations, to the Authority at such times and in such manner as it thinks fit.

The terms of reference of the Standards Committee shall be to:

1. Promote and maintain high standards of conduct by members of the Fire & Rescue Authority.
2. Advise the Authority on the adoption or revision of the Members Code of Conduct.
3. Advise, train or arrange to train members on matters relating to the Members Code of Conduct.
4. Grant dispensations to members from requirements relating to interests set out in the Members Code of Conduct.
5. To take action prescribed or permitted by law in respect of findings of failure to comply with the Codes of Conduct on the part of elected and co-opted members of the Authority.
6. Dealing (including by way of hearing representations) with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer.
7. Advise the Authority on all matters relating to the applicability, award and level or any other matter relating to allowances payable to members in accordance with the Local Authority's (Members Allowances) (England) Regulations 2003.
8. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
9. Ratify Governance issues relating to Members duties under the Members Handbook.

APPOINTMENTS COMMITTEE

Role – the recruitment and selection of Principal Officers of the Service.

Responsibilities – to make appointments to principal management posts as set out within the terms of reference.

Meet as and when required

Members will comprise the Chair and Vice Chair of the Fire & Rescue Authority and four other Authority Members.

Advisors –

Chief Fire Officer
Appropriate external support

Quorum –

3

APPOINTMENTS COMMITTEE
Terms of Reference

To monitor and make recommendations to the Fire & Rescue Authority in relation to the following area:

1. To act as the Appointing Body for the post of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officers and the Head of Finance & Resources.