

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
date	<b>23 February 2007</b>	agenda item number

### REPORT OF THE CHIEF FIRE OFFICER

#### AMENDMENT TO GOVERNANCE ARRANGEMENTS

##### 1. PURPOSE OF REPORT

To seek approval from Members for amendments to the Terms of Reference for the Nottinghamshire & City of Nottingham Fire & Rescue Authority.

##### 2. BACKGROUND

As part of its response to Comprehensive Performance Assessment (CPA) outcomes, and through a desire to improve Member engagement in the Service's direction, Nottinghamshire Fire and Rescue Service introduced revised governance arrangements in April 2006. The revised governance arrangements included the provision of a number of 'sub' committees, with delegated responsibility for dealing with specific issues, for example Human Resources, Finance & Resources and Community Safety.

##### 3. REPORT

3.1 Following the implementation of the new governance arrangements, the Authority agreed that the structure should be subject to a review process. As part of the review process, issues have arisen where, due to the nature of the delegated responsibilities, endorsement of a decision has had to be sought from the full Fire & Rescue Authority.

3.2 To encourage greater ownership of the issues at hand, and to avoid duplication of reporting, the latest review of the governance structure has identified a need to clarify, each Committee's terms of reference. The revised terms of reference are attached as an appendix to this report and are clear in respect of the decisions that individual Committees can make, and those that require referral to the full Fire & Rescue Authority. Those items that remain matters for referral are linked to the Standing Orders of the Authority and/or are items of a significant enough nature to warrant full Fire & Rescue Authority approval.

##### 4. FINANCIAL IMPLICATIONS

The revised governance arrangements were subject to an independent remuneration panel review. The outcomes of that review have been implemented by the Authority and the proposed revisions have no affect on the current arrangements.

## **5. PERSONNEL IMPLICATIONS**

There are no specific personnel implications arising from this report.

## **6. EQUALITY IMPACT ASSESSMENT**

An initial impact assessment has revealed there are no specific equality issues arising from this report.

## **7. RISK MANAGEMENT IMPLICATIONS**

Effective governance arrangements are a key element of external audit processes, such as CPA. Failure to attract favourable reports in CPA could lead to government intervention.

## **8. RECOMMENDATIONS**

8.1 That Members approve the revisions to governance as proposed.

8.2 That Members continue to monitor and review governance arrangements to ensure the Service maintains high standards in this area as far as CPA and other audit processes are concerned.

## **9. BACKGROUND PAPERS FOR INSPECTION**

- Fire & Rescue Authority reports on Governance, June, July, September 2005
- Audit Commission – CPA Report
- ODPM publication – “Local Leadership, Local Choice”
- ODPM publication – “A Share of the Action”
- ODPM publication – “Political Leadership under the new Political Management Structures”
- ODPM publication – “The Future of Local Government Developing a 10-year Vision”
- ODPM publication – White Paper “Our Fire & Rescue Service”
- Fire & Rescue Services Circular 13/2005
- Fire & Rescue Services Act 2004
- Fire & Rescue Services National Framework 2004/2005
- Fire & Rescue Services National Framework 2005/2006
- CPA for Fire & Rescue Services – Audit Commission

Paul Woods  
**CHIEF FIRE OFFICER**

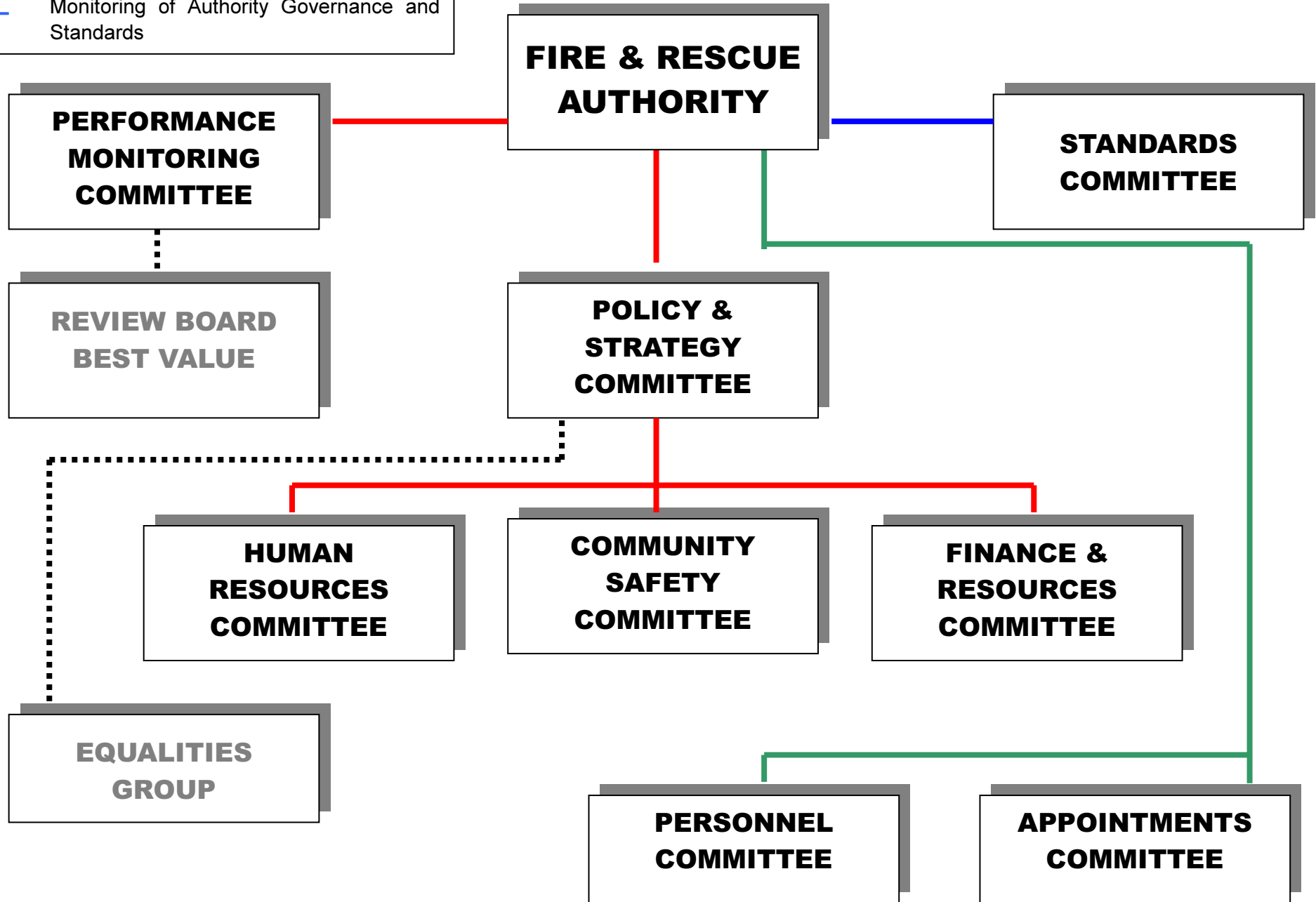
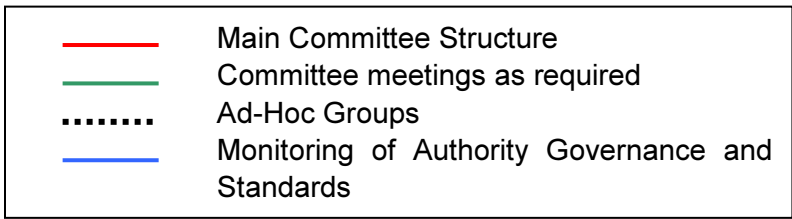


**NOTTINGHAMSHIRE**  
Fire & Rescue Service

# **Fire & Rescue Authority Committee Terms of Reference**

# **CONTENTS**

1. Committee Structure
2. Full Fire & Rescue Authority
3. Policy and Strategy Committee
4. Standards Committee
5. Human Resources Committee
  - (a) Ad-Hoc Equalities Group
6. Community Safety Committee
7. Performance Monitoring Committee
  - (a) Best Value Review Board
8. Finance and Resources Committee
9. Appointments Committee
10. Personnel Committee



# Fire & Rescue Authority

**Role** - The role of the Fire & Rescue Authority is specifically detailed in Part 2, Sections 6,7,8 and 9 of the Fire & Rescue Services Act 2004. In summary these can be described as,

1. Making provision for the purpose of promoting Fire Safety within its area.
2. Making provision for the purpose of
  - a. extinguishing fires, and
  - b. protecting life and property in the event of fireswithin its area.
3. Making provision for the purpose of,
  - a. rescuing people from road traffic accidents, and
  - b. protecting people from serious harm, to the extent that it is reasonable to do so, in the event of road traffic accidents, within its area.
4. Making provision for the purpose of any emergency function, confirmed by the Secretary of State, within its area

**Regular cycle of meetings** – Four times per annum.

18 Elected Members comprising of:-  
12 Members from the County - Nottinghamshire County Council  
6 Members from the City - Nottingham City Council

## **Quorum**

At least one-third of the total membership (6), to include a representative from each of the constituent Councils.

## **TERMS OF REFERENCE FIRE & RESCUE AUTHORITY**

1. To lead and support the delivery of effective and risk managed services for Community Safety and wellbeing.
2. To agree strategy and resources for future delivery of services for Community Safety and wellbeing.
3. To assess the effectiveness through regular committee reports of current services for Community Safety and wellbeing.
4. To approve the annual budget as recommended by the Finance and Resources Committee.
5. Any matters which by law must be decided by the Fire & Rescue Authority
6. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
7. To approve changes to the constitution of the Fire & Rescue Authority and its committees.
8. To approve the Financial Regulations.

# Policy & 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.

6 Members comprising :-

Chair of Fire & Rescue Authority  
Chair of Human Resources Committee  
Chair of Finance & Resources Committee  
Chair of Community Safety Committee  
Conservative Spokesperson  
Liberal Democrat Spokesperson

**Advisors -**

CFO

DCFO

Plus Strategic Management Committee as appropriate.

Clerk to the Fire & Rescue Authority (amendment by Fire & Rescue Authority at its meeting of 13 September 2006)

**Quorum**

3 Members



## TERMS OF REFERENCE POLICY AND STRATEGY COMMITTEE

1. To consider the overall strategic aims and objectives of the Fire & Rescue Authority and make recommendations to the full Fire & Rescue Authority.
2. To consider and determine all financial matters appertaining to the Fire & Rescue Authority with the exception of
  - i. Approval of the annual budget and related issues.
  - ii. Approval of Financial Regulations.
  - iii. Any matter which by law must be decided by the full Fire & 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 review the results of consultation undertaken to inform the Authority's Plan~~  
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 (amendment by Fire & Rescue Authority at its meeting of 23 February 2007)
5. To oversee all matters pertaining to the corporate governance of the Authority
6. To receive reports from all other committees.
7. To ensure that issues raised in the Authority's consultation processes are fully taken into account of in planning and decision making.
8. ~~Working with the Chief Fire Officer to prepare and recommend to the Fire & Rescue Authority an annual Plan and three-year strategic plan. (\*see 4 amendment by Fire & Rescue Authority at its meeting of 23 February 2007)~~
9. To consider reports from external agencies such as External Auditors/Audit Commission/HMFSI/HSE which have strategic implications for the Fire & Rescue Authority.
10. To make recommendations to the Fire & Rescue Authority as appropriate.
11. To consider draft policies of the Service where the proposed policies have strategic implications for the Organisation.
12. To consider any matters referred by the Fire & Rescue Authority either for decision or report to the Authority.
13. To oversee the development and implementation of equalities and fairness policies and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.

14. To consider proposals of government departments and other national or regional bodies which have national or regional implications or which would affect the Authority in its relationships with other authorities.
15. To act upon Government Policy with regard to Fire and Rescue Services (Fire & Rescue Services Act, Fire & Rescue Service National Framework).
16. To consider implications arising from Regional Management Board (RMB) and advise on regional implications.
17. To act as an emergency committee.
18. ~~Approve the process for the preparation of the local and strategic plans, in conjunction with the Chief Fire Officer, to include approving the timetable for plan delivery, consultation, member engagement, progress against the timetable and approving the contents of the draft plan. (\*see 4 amendment by Fire & Rescue Authority at its meeting of 23 February 2007)~~
19. To be responsible for the Health and Safety function including recommending Fire & 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 carrying out of audits by the Service on Health and Safety issues.
20. 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.
21. To establish, as required, task and finish groups (added by Fire & Rescue Authority at its meeting on 28 April 2006).
22. To be the lead Committee on Value for Money (added by Fire & Rescue Authority at its meeting on 9 June 2006).
23. To act as the lead on Equalities issues and then respond to referrals from the Ad-hoc Equalities group (added by Fire & Rescue Authority at its meeting on 9 June 2006).

# 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.

## **4 Members comprising-**

- 1 x Labour
- 1 x Conservative
- 1 x Liberal Democrat
- 1 x An Independent Member (Non Authority)

**Advisor** – Assistant Chief Fire Officer (Head of Information Services)  
Monitoring Officer

## **Quorum**

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

## **TERMS OF REFERENCE STANDARDS COMMITTEE**

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.

# Human Resources Committee

**Role** – Based on the significant requirements of the identified Human Resources agenda, this sub-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 Integrated Personal Development Scheme (IPDS).

**Responsibilities** – The Human Resources Sub-Committee has responsibility for the Human resources Strategy and the monitoring of performance related to policies enacted in support of it. ~~This Sub-Committee will also have responsibility for the Equalities Ad-hoc Group.~~ (amendment by Fire & Rescue Authority at its meeting of 9 June 2006)

**Regular cycle of meetings** – Four times per annum.

**Members comprising -**

5 Elected Members to include the Vice Chair of Fire & Rescue Authority.

Advisor - Head of HR

**Quorum**

3

## **TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE**

(Terms of Reference amendments proposed at Fire & Rescue Authority meeting, 23/02/07)

~~To take decisions in relation to the following matters consider, monitor and make recommendations to the Fire & Rescue Authority in relation to the following areas.~~

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. Any issues regarding the pay and terms/conditions of staff below the grade of Assistant Chief Officer or equivalent (amended by Fire & Rescue Authority at its meeting on 23 February 2007).
3. Pensions issues.
4. Matters relating to liaison with employee representative bodies, trade unions and staff associations with regard to consultation and negotiation.
5. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
6. Occupational Health Provision
7. Make decisions with regard to absence monitoring.
8. ~~To act upon outcomes referred to it from Appointments Committee, Personnel Committee and Ad-Hoc Equalities~~ (removed by Fire & Rescue Authority at its meeting on 9 June 2006).
9. To initiate, facilitate and implement revised policies with regard to personnel development.
10. To assess, prepare and review the impact of more flexible working patterns as part of the whole work life balance approach.
11. To consider, and if appropriate determine any issues delegated by the Fire & Rescue Authority.
12. To review performance indicators, as directed by the Performance Monitoring Committee, relating to Human Resources issues.
13. To report any decisions made in relation to items 1 -12 above, to the Fire & Rescue Authority (added 23/02/07).

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

1. Matters relating to staffing including structure and terms and conditions of staff including the Clerk/Treasurer.

2. To set and review a Learning and Development Strategy that ensures all personnel are prepared to meet their responsibilities as employees.
3. To set the Occupational Health direction/strategy and review as appropriate.
4. To set Health, Safety and Welfare policy and strategy and to deal with Health and Safety welfare issues, as they arise.
5. Ensure the Service meets its requirements under the Disability Discrimination Act and other specific legal requirements.
6. To ensure that relevant training and support for Members and their respective roles is assessed through a regular training needs analysis.
7. To review and agree specific actions arising from the Human Resources workstream associated with the Regional Management Board and its delegated responsibilities.
8. To provide leadership and direction with regard to the implementation of the Human Resources Strategy.
9. To consider and make recommendations to Policy & Strategy Committee any issues relating to Principal Officer posts, their terms and conditions of service, contracts and salaries. (Assistant Chief Officer/ equivalent or above). (Added by Fire & Rescue Authority at its meeting on 23 February 2007).

# Equalities

## Ad-Hoc Group

**Role** – To ensure that the Fire & Rescue Authority meets its obligation with regard to its legal duties in respect of equality of opportunity.

**Responsibilities** –

1. To have due regard, in exercising the Authority's responsibilities to equal opportunities in regard to the general duty of the Race relations (Amendment) Act 2000 and the requirements of any other equalities legislation.
2. To ensure that equality of opportunity is inherent within Nottinghamshire and City of Nottingham Fire & Rescue Authority along with an culture of openness and honesty.

**Regular cycle of meetings** – Four times per annum.

**Members comprising** -

4 Members

**Advisors** –

CFO  
DCFO  
Head of Human Resources  
Service Equalities Officer

**Attendees:**

Representative Bodies



## **TERMS OF REFERENCE AD HOC EQUALITIES GROUP**

To consider, monitor and make recommendations in relation to the following areas:

1. Issues relating to equal opportunities and diversity within the Fire & Rescue Authority and the Service.
2. The Authority's Action Plan attached to its Race Equality Scheme and to ensure that these are implemented in a timely manner.
3. To ensure that any and all consultations and communications carried out by the Fire & Rescue Authority engage with, and reflects the views of, Nottinghamshire's diverse communities.
4. To ensure that Equality Impact Assessments are carried out by the Fire & Rescue Authority, and any outcomes are actioned.
5. The development of performance indicators and target setting for the Service in relation to diversity issues.
6. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
7. To ensure that the Fire & Rescue Authority meet its requirements under the Disability Discrimination Act (DDA).
8. To report, as required, to the Policy & Strategy Committee on the Services' progress with regard to Equalities issues (added by Fire & Rescue Authority at its meeting on 9 June 2006).

# 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 (Safety Services)

**Quorum**

3

## **TERMS OF REFERENCE COMMUNITY SAFETY COMMITTEE**

(Terms of Reference amendments proposed at Fire & Rescue Authority meeting, 23/02/07)

~~To take decisions in relation to the following consider, monitor and make recommendations in relation to the following areas.~~

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 organisation 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 Fire & Rescue Authority (added 23/02/07).

To consider and make recommendations to the Fire & 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 Nottinghamshire Fire and Rescue Service meets its expectations on the reduction of fire deaths and injuries as identified in the Fire and Rescue Services National Framework.

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

**Regular cycle of meetings** – Four times per annum.

**Members comprising -**

5 Members

**Advisor:-**

Assistant Chief Fire Officer (Information Services)

**Quorum:-** 3

## **TERMS OF REFERENCE PERFORMANCE MONITORING COMMITTEE**

To consider, monitor and make recommendations in relation to the following.

1. The production of the Fire & Rescue Authority's Annual Report.
2. Monitoring of the Service's performance, the use of resources by the Service and its financial and efficiency planning.
3. To review the treasury management and audit functions.
4. To monitor Service performance against the targets set out in the planning process and in action plans and to require the Service to take actions to secure the required levels of performance.
5. To require and review reports on performance issues highlighted by committees and working groups and in particular issues referred to the Committee as a consequence of Best Value Reviews.
6. To consider reports from the internal and external auditors relating to performance issues.
7. To consider the reports and findings of external or internal studies or reviews relating to performance issues.
8. To monitor the Service's discharge of its responsibilities under the Health and Safety legislation.
9. To oversee the implementation of the Risk Management Policy and the associated action plans
10. To consider any matters referred by the Fire & Rescue Authority either for decision or report to the Fire & Rescue Authority.
11. Possible corporate implications of the standards issues raised by the Standards Committee.
12. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
13. To act on and investigate external "best practice" and report back to relevant committees on such processes and to report to Fire & Rescue Authority following investigation.
14. To action and seek reports on any improvement plans implemented, (eg CPA, Audit reports).
15. To receive progress reports on any issues referred to it and report that progress to Fire & Rescue Authority (added 23/02/07).

# Best Value Review Board

**Role** – To carry out as necessary Best Value Reviews of the activities carried out by Nottinghamshire and City of Nottingham Fire & Rescue Authority.

**Responsibilities** – To ensure that Nottinghamshire and City of Nottingham Fire & Rescue Authority's activities are carried out in a manner that is as efficient and effective as possible always ensuring Best Value to the public and stakeholders alike.

Meetings as required on the instruction of the Performance Monitoring Committee to carry out Best Value Reviews on Service activities.

**Members comprising -**

6 Members including:  
Chair and Vice Chair of Fire & Rescue Authority

Members of Strategic Management Team  
Representative Bodies

## **TERMS OF REFERENCE BEST VALUE REVIEW BOARD**

Members elected to the Best Value review Board will, as required, be involved in Best value reviews in relation to the provision of services within Nottinghamshire Fire & Rescue Service.

Duties will include assisting in the following:

1. Planning of Best Value Reviews.
2. Approval of proposals and giving authorisation for Best Value Reviews.
3. Examining the quality and relevance of any review taking place.
4. Ensuring, following completion of any agreed reviews, the outcomes are referred to the appropriate committees of the Fire & Rescue Authority.

# **Finance and Resources Committee**

**Role** – The Finance & 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 & 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 (amendment proposed by Fire & Rescue Authority at its meeting of 23 February 2007)

**Quorum:- 3**



## **TERMS OF REFERENCE FINANCE AND RESOURCES COMMITTEE**

(Terms of Reference amendments proposed at Fire & Rescue Authority meeting,  
23/02/07)

~~To take decisions in relation to the following consider, monitor and make recommendations to the Policy and Strategy Committee in relation to the following areas.~~

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 and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
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, maintaining 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 expenditure on the capital account.
11. Consider proposals involving the increasing or reduction of income including the writing off of monies owed to the Authority.
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 £150,000.

16. Consider proposals to exercise virement between lines within the approved budget.
17. To be responsible for the review and monitoring of the Statement of Internal Control.
18. To report any decisions made in relation to items 1 - 17 above, to Fire & Rescue Authority (added 23/02/07).

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

1. To advise the Authority generally as to its financial and economic policies.
2. To consider and recommend to the Fire & Rescue Authority a Medium Term Financial Plan.
3. To consider and recommend to the Fire & Rescue Authority annual revenue/capital budgets.

# 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.

Meets as and when required

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

**Advisors:-**

CFO

Head of Human Resources (when not appointing the post of Head of Human Resources)

Appropriate external support

(added by Fire & Rescue Authority at its meeting of 23 February 2007)

**Quorum**

3

## **TERMS OF REFERENCE APPOINTMENTS COMMITTEE**

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, Head of Human Resources and the Head of Finance & Resources.

# Personnel Committee

**Role** - To take decisions with regard to the following specific personnel issues. ~~consider and make recommendations with regard to specific personnel issues as referred by the Fire & Rescue Authority, Policy & Strategy Committee, and the Human Resources Committee.~~ (amendment by Fire & Rescue Authority at its meeting of 23 February 2007)

**Responsibility** – To ensure that the Fire & 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** -

6 Members to include a Committee Member from the HR Committee

**Advisors** –

Clerk to the Fire & Rescue Authority  
Head of Human Resources

**Quorum**

3

## **TERMS OF REFERENCE PERSONNEL COMMITTEE**

1. To hear and decide on grading appeals and appeals relating to equal pay. Decisions of the Personnel 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 Personnel 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 decisions 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 these exempt by the 1996 regulations.
5. To consider and determine all requests for consideration of cases under the Firefighters 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 in the Personnel Handbook.

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