

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	FINANCE & RESOURCES COMMITTEE	
date	13 April 2006	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

TERMS OF REFERENCE

1. PURPOSE OF REPORT

The purpose of this report is to enable the Finance & Resources Committee to note its Terms of Reference as previously approved by the Nottinghamshire and City of Nottingham Fire & Rescue Authority at its meeting on 21 October 2005.

2. BACKGROUND

As part of the revised Governance Structures agreed by the Authority, the formation of a Finance & Resources Committee was approved to ensure the Service achieves its key objectives.

3. REPORT

3.1 There are a number of key areas linked to finance and resources that affect the Service in terms of the performance of the organisation. Examples of these are,

- Development of the Annual Revenue and Capital Budgets ;
- Development of the Medium Term Financial Strategy ;
- Development of Capital Financing Strategy as set out in the prudential code ;
- Act as Audit Committee to deal with matters arising from both internal and external auditors ;
- To consider the Authority's long term strategy for property ;
- To consider the Authority's long term strategy for fleet management ;
- To devise and monitor the Authority's Value for Money Programme ;
- To oversee the development of the Authority's financial systems and processes in order to achieve compliance with the Use of Resources and Value for Money CPA elements.

3.2 To ensure that the Service meets its obligations towards these areas, the Terms of Reference (attached at Appendix A) agreed by the Fire & Rescue Authority, give guidance and direction.

3.3 By endorsing these Terms of Reference, the Finance & Resources Committee will give itself the necessary platform with which to address and maintain the Service's direction.

3.4 As a working committee, the Finance & Resources Committee can also advise other committees of the Fire & Rescue Authority, this process would be through the Policy & Strategy Committee.

4. FINANCIAL IMPLICATIONS

There are no specific financial implications of this report however the good financial management of the Authority's affairs remains a key objective of this Committee.

5. PERSONNEL IMPLICATIONS

There are no personnel implications arising from this report.

6. EQUALITY IMPACT ASSESSMENT

There are no equalities issues arising from this report.

7. RISK MANAGEMENT IMPLICATIONS

One of the key risk elements for any organisation is the way in which its finances are administered. The scrutiny role played by this Committee in both reviewing financial procedures and internal/external audit requirements will contribute significantly to the management of this risk.

8. RECOMMENDATIONS

That the Finance & Resources Committee note and endorse the attached Terms of Reference.

9. BACKGROUND PAPERS FOR INSPECTION

None.

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CHIEF FIRE OFFICER

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TERMS OF REFERENCE FINANCE AND RESOURCES COMMITTEE

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

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 Strategy.
3. To consider and recommend to the Fire & Rescue Authority annual revenue/capital budgets.
4. 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.
5. To ensure the fees and charges for services provided by the Authority are kept under review.
6. Oversee the development and implementation of a Code of Governance in accordance with CIPFA Guidance.
7. Property and other related issues.
8. To have due regard to Equal Opportunities and, in particular, the Authority's responsibilities under the Race Relations (Amendment) Act 2000.
9. To agree the implementation of and review the outcomes of Cardiff Checks.
10. Consider reports of the District Auditor and the Audit Commission relating to the efficiency and effectiveness of the Authority.
11. Establish and direct procedures for the implementation, maintenance and amendment of the revenue budget and capital programme.
12. Exercise financial control over expenditure within the approved budgets and capital programme of the Authority.
13. Consider recommendations to incur expenditure on the capital account.
14. Consider proposals involving the increasing or reduction of income including the writing off of monies owed to the Authority.
15. Consider, and if appropriate determine any other matters which may be referred to the Committee by the Fire & Rescue Authority.

16. 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).
17. Consider policies for the raising and investment of funds.
18. Consider proposals for awards of contracts exceeding £150,000.
19. Consider proposals to exercise virement between lines within the approved budget.