

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

(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.