

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
	<b>POLICY &amp; STRATEGY COMMITTEE</b>	
date	<b>22 May 2006</b>	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 Policy and Strategy Committee to note its terms of reference as previously approved by the Nottinghamshire and City of Nottingham Fire and Rescue Authority at its meeting on 21 October 2005 and amended and expanded by the Authority at its meeting on 28 April 2006.

#### 2. BACKGROUND

- 2.1 As part of its revised Governance Structure Nottinghamshire and City of Nottingham Fire and Rescue Authority approved the establishment of a Policy and Strategy Committee.
- 2.2 Within the Governance proposals for Policy and Strategy Committee initial terms of reference were agreed by the Authority at its meeting on 21 October 2005 and subsequently added to by the Authority at its meeting on 28 April 2006.

#### 3. REPORT

- 3.1 Policy and Strategy Committee has been established to ensure that Nottinghamshire Fire and Rescue Service continues its progress in terms of delivering a quality service to the communities it serves.
- 3.2 To ensure that the Service meets its obligation the Terms of Reference, as added to, (attached at Appendix A) were agreed by the full Fire and Rescue Authority.

#### 4. FINANCIAL IMPLICATIONS

There are no direct implications arising from this report.

#### 5. PERSONNEL IMPLICATIONS

There are no direct personnel implications arising from this report.

## 6. EQUALITY IMPACT ASSESSMENT

A initial impact assessment has revealed no specific equality issues arising from this report.

## 7. RISK MANAGEMENT IMPLICATIONS

Structured and effective Committee structures are seen as an essential element of good Governance. Failure to have such structures could lead to a poor CPA assessment.

## 8. RECOMMENDATIONS

That the Policy and Strategy Committee note and endorse the attached terms of reference.

## 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**

CONTACT OFFICER	
Name :	Frank Swann Assistant Chief Fire Officer
Tel. No :	0115 967 0880
E-mail :	frank.swann@notts-fire.gov.uk

## 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
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.
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.
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.

(Added by the Fire and Rescue Authority at its meeting on 28 April 2006)

21. To establish, as required, Task and Finish Groups.