

## Committee Constitution and Training

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

This report brings the latest version of the Committee's constitution to the notice of its Members. It also asks Members to consider what training, if any, they wish to receive in order for them to fulfil their role on the Committee.

### 2 Recommendations

The Committee is asked to:

- a) Note the constitution of the Strategy and Resources Committee (attached as an appendix to the report); and
- b) Consider and agree what training, if any, they wish to receive to fulfil their role on the Strategy and Resources Committee effectively.

### 3 Constitution

At its Annual Meeting the Fire Authority appoints Members to its committees, which may result in changes to their membership. The Fire Authority may also approve changes to the terms of reference of its committees at the Annual Meeting.

Under the circumstances it is considered good practice for each of the committees to revisit its constitution at the first meeting after the Fire Authority Annual Meeting to ensure that all Committee Members are familiar with the latest terms of reference. Accordingly, the constitution of the Strategy and Resources Committee is attached as an appendix to this report.

## **4 Training**

Members are asked to consider whether there is any training they require in order to fulfil their role on the Strategy and Resources Committee effectively.

## **5 Financial Implications**

There may be some cost implications relating to the provision of training for Members but these are as yet unknown.

## **6 Legal Comment**

There are no legal implications arising from this report.

Bringing the latest version of the Committee's constitution to the notice of its Members is not a legal requirement but represents good practice.

## **7 Initial Impact Assessment**

This report contains merely statements of fact / historical data. An Initial Impact Assessment is not, therefore, required.

## **8 Equality Impact Assessment**

There are no equality or diversity implications arising from this report. An Equality Impact Assessment is not, therefore, required.

## **9 Appendix**

Strategy and Resources Committee Constitution

## **10 Background Papers**

There are no background papers associated with this report.

## **Strategy and Resources Committee**

### **Membership – 7**

### **Quorum - 3**

### **Membership**

Members of this Committee shall be drawn from the Membership of the Fire Authority.

No Member of the Fire Authority's Standards, Audit and Performance Committee is entitled to sit on this Strategy and Resources Committee.

Members of this Strategy and Resources Committee are not entitled to sit on the Fire Authority's Standards, Audit and Performance Committee.

### **Chair**

The Chair of the committee shall normally be elected from the majority group on the Fire Authority.

### **Statement of Purpose**

To promote and maintain a high standard of financial performance and delivery transparency and financial probity in matters relating to the Authority's financial management.

To provide assurance as to the robustness of the Authority's medium term financial plans and to provide scrutiny of such plans, the budget and the Authority's capital programme.

### **Terms of Reference**

Review the Terms of Reference of the Committee at its first meeting following the Annual Meeting of the Authority and as may be required throughout the year and make recommendations to the Authority regarding amendments

Agree the role descriptions of the Committee's Chair and Vice-Chair at its first meeting following the Annual Meeting of the Authority and as may be required throughout the year

Approve the Committee's annual work plan

Consider and make recommendations to the Authority on strategic decisions

Consider any recommendations in relation to changes of service emanating from the Integrated Risk Management Planning Process and where appropriate, refer these to the Authority for agreement

Receive the Authority's draft Service Plan for comment and recommendation to the Authority

Consider and recommend to the Authority an annual financial planning strategy

To review forward revenue and capital budgets for consideration by the Authority, and make recommendations to the Authority on:

- Base budget and committed change
- Pay and prices assumptions
- Efficiencies
- Service developments
- Capital programme
- Robustness of the budget and adequacy of provisions, reserves and funds

Consider revisions to the revenue budget and final budget plan and finalise a revenue budget proposal for consideration by the Authority

Consider and propose the three-year capital programmes, Prudential Guidelines, including Treasury Management Strategy Statement, Treasury Management Practices, Capital Strategy, Investment Strategy and Policy on Minimum Revenue Provision for recommendation to the Authority

Monitor performance in accordance with those Guidelines, Statements, Strategies and Policies

Monitor, review and make recommendations to the Authority on, the management of all financial and physical resources

To have an awareness of the risks faced by the Fire Authority through receiving details of corporate risk in relevant financial reports

Monitor budgetary and financial performance, consider any actions proposed by officers and make recommendations to the Authority, where appropriate, including reporting any virements to the Authority for approval

In the monitoring of the Authority's financial and budgetary performance, take into account national, regional and local procurement strategies and ensure that the Authority follows transparent and appropriate procurement processes that accord with any legislative framework in place from time to time

Receive and consider reports on exemptions agreed by the Chief Fire Officer and Treasurer in consultation with the Chair of the Fire Authority under the Authority's Standing Orders relating to Contracts

Review the Authority's Aims and Corporate Performance Indicators annually for recommendation to the Authority

Receive reports, for awareness, on any financial implications of decisions made by the Authority's Pensions Panel

Investigate and report upon any other matter specifically referred to the Committee by the Authority

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

### **Human Resources Functions**

To consider reports on the progress of regional and national human resource activities and make recommendations to the Authority, where appropriate

To consider and monitor staffing requirements, the establishment scheme and human resource policies and strategies for the Authority and make recommendations to the Authority

To ensure that equality of opportunity and diversity at work issues are promoted, implemented and monitored by the Authority and the Service.

To receive reports on Occupational Health provision and make recommendations to the Fire Authority, where appropriate.

### **Powers**

The Strategy and Resources Committee

- Will have no delegated powers, other than as set out in these Terms of Reference
- Can require relevant officers to attend any meeting, where such attendance would be expedient to the work of the Committee