

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 what training, if any, they wish to receive in order 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. Some changes in the terms of reference of various committees have also been made in recent months.

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

Quorum - 3

Members – 7

Members of the Fire Authority's Standards, Audit and Performance Committee are precluded from sitting on the Strategy and Resources Committee and vice versa.

Meeting Dates

2020

12 November

All meetings take place at 2.00 pm at Service Headquarters, unless otherwise advised.

Terms of Reference

To consider and make recommendations to the Authority on its strategic direction

To consider any recommendations in relation to changes of service emanating from the Integrated Risk Management Planning Process

To receive, comment upon, and note the Service Plan

To consider and recommend to the Authority an annual financial planning strategy

To review forward revenue and capital budgets for consideration by the Authority, including considering reports from officers, 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

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

To 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 and to monitor performance in accordance with those Guidelines, Statements, Strategies and Policies

To oversee, 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

To monitor budgeting 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

To consider national, regional and local procurement strategies

To 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 and advise as appropriate

To consider value for money issues

To review the Authority's Aims and Service Targets annually for recommendation to the Authority

To receive reports on any financial implications of decisions made by the Authority's Pensions Panel

To review the Terms of Reference of the Committee as required or at least annually and make recommendations to the Authority regarding amendments

To review and agree the role descriptions of the Committee's Chair and Vice-Chair

To approve the Committee's annual work plan

To 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.