

## Committee Terms of Reference

### 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 asks Members to consider the Terms of Reference of the Strategy and Resources Committee, following the annual review conducted by officers.

#### 2 Recommendations

The Strategy and Resources Committee is asked to review its Terms of Reference, as set out at the Appendix to the report, and make recommendations for any necessary amendments, to the Fire Authority for agreement.

#### 3 Background

The Strategy and Resources Committee reviews its Terms of Reference annually and this action is included in the Committee's Work Plan.

The current Terms of Reference are attached as an appendix to this report.

#### 4 Proposed Amendments

Having carried out a review of the Committee's Terms of Reference, Officers do not propose any changes to them.

The Committee is however, able to review its Terms of Reference, which are attached at the Appendix to the report, and recommend any amendments that it considers necessary to the Fire Authority for agreement.

## **5 Financial Implications**

There are no direct financial implications resulting from this report. There may, however, be financial implications associated with some of the responsibilities listed, for which individual reports will be brought to the Committee as necessary.

## **6 Legal Comment**

Any proposed changes to the Committee's Terms of Reference must be approved at a meeting of the full Fire Authority.

## **7 Initial Impact Assessment**

This report merely proposes changes to the constitutional framework within which the Strategy and Resources Committee functions. An Initial Impact Assessment is not, therefore, required.

## **8 Equality Impact Assessment**

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment is not, therefore, required.

## **9 Appendix**

Strategy and Resources Committee Draft Terms of Reference

## **10 Background Papers**

There are no background papers associated with this report.

## **Strategy and Resources Committee**

### **Quorum - 4**

### **Members – 7**

Eric Carter (Conservative)  
Nigel Hartin (Liberal Democrat) **(Vice Chair)**  
Leon Murray (Labour)  
Kevin Pardy (Labour)  
Alex Phillips (Conservative)  
Keith Roberts (Conservative) **(Chair)**  
Paul Wynn (Conservative)

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

### **Meeting Dates**

#### **2019**

31 January  
14 March  
12 September  
14 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 and the Chair of the Strategy and Planning Working Group

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