

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 proposes some minor amendments to the Terms of Reference of the Strategy and Resources Committee for consideration and recommendation to the Fire Authority, following the annual review conducted by officers.

2 Recommendations

The Strategy and Resources Committee is asked to consider the proposed amendment to its Terms of Reference, set out at section 4 of this report, and make any recommendations for changes, as appropriate, to the Fire Authority.

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 Committee is, therefore, asked to consider the amendment proposed by officers, which are set out in section 4 below, and make recommendations, as appropriate, to the Fire Authority.

The draft Terms of Reference are attached as an appendix to this report. Proposed additions are shown in bold italics and deletions struck through.

4 Proposed Amendments

Having carried out a review of the Committee's Terms of Reference, officers recommend the minor amendment shown on the following page to bring them up to date.

To amend the following sections as shown.

- To review and agree the role descriptions of the Committee's Chair and Vice-Chair and the Chair of the Strategic Risk and Planning Working Group

This amendment reflects the current name of the Working Group, which was agreed at the June 2015 meeting of the Fire Authority.

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)**
Keith Roberts (Conservative) **(Chair)**
Kuldip Sahota (Labour)
Chris Turley (Labour)
Stuart West (Conservative)
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

2017

2 February
16 March
7 September
9 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, 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 Strategic Risk 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