

## Fire Authority Terms of Reference and Committee Constitutions

### Report of the Clerk

For further information about this report please contact Anthea Lowe, Clerk and Monitoring Officer, on 01952 383219 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210

### 1 Purpose of Report

This report requests approval of the Terms of Reference for the Fire Authority and also asks the Fire Authority to agree the constitutions of its committees.

### 2 Recommendations

The Fire Authority is asked to:

- a) Note the report;
- b) Agree the Terms of Reference for the Fire Authority, as set out in Appendix A to the report; and
- c) Agree the constitutions of its committees, as set out in Appendix B to the report.

### 3 Background

Following a recent review of Committee delegations by a group of officers and the Vice-Chair of the Fire Authority, a formal Terms of Reference document for the Fire Authority has been developed to ensure the Fire Authority is discharging its purpose and responsibilities correctly.

In accordance with the Fire Authority's Standing Order 7(2) for the Regulation of Proceedings and Business, the Fire Authority is required at least annually to review the constitution and composition of any committees or sub-committees, which it has appointed.

## 4 Fire Authority Terms of Reference

The Fire Authority Terms of Reference are attached at Appendix A to the report.

The Terms of Reference encompass the existing arrangements that ensure the Fire Authority has proper governance of its affairs, can facilitate the effective exercise of its functions, and manage corporate risk.

The Fire Authority is asked to agree the Terms of Reference as set out in Appendix A. The Fire Authority is also able to propose amendments to this document, should any be required.

## 5 Committee Constitutions

The proposed terms of reference for all the Authority's committees and panels are shown in Appendix B to the report with additions shown in bold italics and deletions struck through. A brief synopsis of the proposed changes is given below.

### **Strategy and Resources Committee**

No amendments are proposed.

### **Standards, Audit and Performance Committee**

No amendments are proposed.

### **Hearings Panel**

No amendments are proposed.

### **Strategic Advisory Group**

As agreed at the Fire Authority's Annual Meeting in June 2022, the following amendment is proposed:

Increase the number of seats on the Strategic Advisory Group (StAG) from 7 to 8 to ensure that the membership of this Group meets the criteria set out in the StAG Terms of Reference.

### **Brigade Managers' Employment Panel**

No amendments are proposed.

### **Pensions Panel**

No amendments are proposed.

## 6 Conclusions

Following reviews by officers, approval is sought for the Fire Authority Terms of Reference, attached at Appendix A to the report and for the Committee Constitutions, attached at Appendix B.

## **7 Legal Comment**

Under its Standing Orders for the Regulation of Proceedings and Business the Fire Authority is required at least annually:

- To consider the constitution of its committees and sub-committees and their membership (Standing Order 6.3); and
- To review the constitution and composition of any committees or sub-committees which have been appointed (Standing Order 7.2).

It is good governance practice to do so and is one way in which the Fire Authority can demonstrate it is complying with its legal obligations and that decision making is transparent.

## **8 Financial Implications**

There are no financial implications arising from this report.

## **9 Equality Impact Assessment**

There are no equality or diversity implications arising from this report. An e-EQIA is not, therefore, required.

## **10 Appendices**

### **Appendix A**

Fire Authority Terms of Reference

### **Appendix B**

Constitution of Committees

## **11 Background Papers**

There are no background papers associated with this report.