

Strategy and Resources Committee Terms of Reference

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report provides details of the Terms of Reference of the Strategy and Resources Committee, as they appear in the Fire Authority's Members' Handbook, for review by this Committee.

2 Recommendations

That the Strategy and Resources Committee review its Terms of Reference 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 for May 2010. The Committee is, therefore, asked to consider whether any additions or amendments are required to the Terms of Reference (attached as an Appendix) and make recommendations, as appropriate, to the Fire Authority.

4 Officer Review

Officers have reviewed the Committee's Terms of Reference and do not propose any additions or amendments.

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, detailing those specific implications.

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 Equality Impact Assessment

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

8 Appendix

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9 Background Papers

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Business Continuity Planning		Legal	
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Area Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	
Integrated Risk Management Planning			

Strategy and Resources Committee

Quorum - 4

Members – 7

Joyce Barrow (Conservative)
Nigel Hartin (Liberal Democrat)
David Minnery (Conservative) **(Chair)**
Roy Picken (Labour)
Keith Roberts (Conservative) **(Vice-Chair)**
Stuart West (Conservative)
Max Winchester (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

2010

~~21 January 2010*~~
22 January 2010
4 March 2010
20 May 2010
23 September 2010
11 November 2010

All meetings take place at 2.00 pm in the Conference Room at Service Headquarters, unless otherwise advised.

* Date rescheduled due to a Shropshire Council meeting

Terms of Reference

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

To consider national, regional and local procurement strategies

To monitor compliance with procurement strategies

To receive and consider any exemptions under the Authority's Standing Orders relating to Contracts and advise as appropriate

To consider value for money issues

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

To ensure that the financial management of the Fire Authority is adequate and effective and includes a sound system of internal control and arrangements for the management of risk

To receive the Statement of Accounts and, following approval, to ensure that it is signed in accordance with all relevant legislative requirements

To give final consideration to annual efficiency statements prior to submission to Government

To consider the structure of the Medium Term Financial Plan, provide feedback on the draft Plan and make recommendations to the Authority

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 and recommend to the Authority an annual financial planning strategy

To review 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 and forward budgets
- Service developments
- Capital programme
- Provisions, reserves and funds

To consider and comment upon Authority improvement priorities

To consider the adequacy of provisions and reserves and the robustness of the budget and make recommendations to the Authority

To consider and propose the three-year capital programmes, Prudential Guidelines, including Treasury Management Strategy Statement, 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 consider revisions to the revenue budget and final budget plan and finalise a revenue budget proposal for consideration by the Authority

To review Authority performance targets annually for recommendation to the Authority

To submit an Annual Report on the work of the Committee to the Authority

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 the role descriptions of the Committee's Chair and Vice-Chair and make recommendations to the Authority regarding amendments

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