

# **CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY**

## **TERMS OF REFERENCE**

### **FIRE AUTHORITY**

- 1.** The Fire Authority is responsible for deciding:
  - (i)** the Authority's strategic objectives and priorities
  - (ii)** the Authority's main service planning policies, including the Integrated Risk Management Plan
  - (iii)** the Authority's annual budget and precept
  - (iv)** the Members' Allowances Scheme
  - (v)** the Members' Code of Conduct
  - (vi)** the Protocol on Member/Officer Relations
  - (vii)** the Scheme of Delegation to Officers
  - (viii)** the terms of reference and composition of Committees
  - (ix)** the Authority's Standing Orders as to Meetings
  - (x)** any significant delegation of functions to or from other organisations
  - (xi)** any other matters which by law are reserved to the Authority or which are referred to the Authority for determination.
  - (xii)** any other matters of strategic importance referred to it by the Monitoring Officer and/or Chief Fire Officer/Chief Executive Officer.
  
- 2.** The Fire Authority is responsible for appointing:
  - (i)** the Chairman and Vice Chairman of the Authority
  - (ii)** representatives of the Authority on outside organisations
  - (iii)** members to the Authority's Committees
  - (iv)** final approval of Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer and Assistant Chief Fire Officer appointments.
  
- 3.** The Fire Authority will receive:
  - (i)** reports for information from the Authority's Policy and Resources Committee and Overview and Scrutiny Committee

- (ii) any other matters which by law must be reported to the Authority or which are referred to the Authority for information.

## **POLICY and RESOURCES COMMITTEE**

1. The Policy and Resources Committee is authorised by the Fire Authority to monitor and make recommendations in relation to developing the Service priorities and objectives, Blueprint, Integrated Risk Management Plan (IRMP) and the Medium Term Financial Strategy.
2. The Committee monitors performance, budget and risk. It has delegated responsibility for developing, monitoring and making recommendations to the Authority in respect of corporate services, strategy and policies related to the following areas:

### **ICT, Finance and Strategic Risks**

- (i) determine the Authority's ICT Strategy and consider matters relating to the Authority's use of IT
- (ii) consider and make recommendations to the Authority on the Authority's annual budget and precept
- (iii) consider and make recommendations to the Authority for the proposed Revenue and Capital Budgets, medium term financial plans, council tax levels and associated information prior to approval by the Authority
- (iv) review and report on the quarterly and annual financial statements of the Authority to include consideration of any changes in budget allocations arising from changes in strategic policies and service plans
- (v) consider Treasury Management policy and strategy  
determine the Authority's financial regulations and contract procedures  
review, approve and publish in accordance with the provisions of the Accounts and Audit Regulations 2003 (or any statutory re-enactment) the Authority's annual Statement of Accounts, ensuring any accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority
- (vi) approve the Authority's Strategic Risk Register and associated actions to address identified risks and keep them under regular review.

### **Property and Asset Management**

- (i) monitor plans to develop and evaluate proposals for change of use, alteration, development or disposal of property and land assets
- (ii) ensure appropriate controls are in place to implement and monitor the Service's prioritisation process for capital expenditure on assets
- (iii) ensure appropriate controls are in place to manage the maintenance of assets and compliance with statutory obligations for example, asbestos regulations
- (iv) ensure an annual review of the Asset Management Plan and associated Capital Strategy
- (v) determine the Authority's policies for the procurement of good and services.

## **Human Resources and Organisational Development**

- (i)** review and approve establishments and the organisational structure of the Authority
- (ii)** consider and make recommendations to the Authority on policy and matters relating to the terms and conditions of all Authority employees
- (iii)** monitor the implementation of the Workforce Development Strategy, any associated policies and procedures and the work of related forums
- (iv)** consider, and make recommendations to the Authority on the Equality and Inclusion Strategy whilst monitoring progress of any associated action plans
- (v)** consider and determine all firefighter pension issues, receive and support staff pensions and the Local Pension Board.

## **Collaborative and Partnership Working**

- (i)** determine the Authority's policies and contribution levels to partnership working with third parties, ensuring all such work is supported by legal agreement and framework
- (ii)** monitor and evaluate any such partnership working to ensure compliance and added value for the residents of Cambridgeshire
- (iii)** respond on behalf of the Authority to consultation papers relating to proposals which may impact on the Authority
- (iv)** oversee the public relations and communications activities of the Authority
- (v)** oversee member induction, training and development.

## **Performance**

- (i)** review and monitor progress and performance in achieving strategic objectives (as set out in the Authority service priorities, Blueprint and IRMP), making recommendations to the Authority on measures to improve where necessary
- (ii)** receive reports and make recommendations to the Authority on Operational Assessments and VfM reviews
- (iii)** monitor and review business continuity planning and ensure resilience of services provided by the Authority.

## **Other Matters**

- (i)** receive the Minutes of the Overview and Scrutiny Committee and consider matters arising from those minutes
- (ii)** consider and if appropriate determine any other matters which may be referred to the Committee by the Authority or any of its Committees
- (iii)** convene any working parties or task and finish groups as may be appropriate to assist in fulfilling the duties of the Committee.

**Membership:** 8 Members none of which shall be members of the Overview and Scrutiny Committee

## **OVERVIEW AND SCRUTINY COMMITTEE**

1. The Overview and Scrutiny Committee considers matters of internal and external audit, governance, anti fraud and corruption, the annual Statement of Accounts and related treasury management matters and risk management.
2. It is also responsible for the scrutiny of performance and challenging the Authority when carrying out the responsibilities referred to below through an agreed annual work programme of member-led reviews:

### **Audit**

- (i) determine the scope and depth of the annual internal and external audit plans and the internal audit strategy, ensuring they give VfM
- (ii) review the annual internal and external audit reports, consider and make recommendations to the Authority on any action plans arising from them including a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Authority's corporate governance arrangements
- (iii) review and approve the Authority's Statement of Assurance  
Review the Annual Governance Statement prior to its approval by the Authority
- (iv) review corporate governance arrangements and report to the Authority any significant issues
- (v) consider and make recommendations to the Authority on reports dealing with the management and performance of the providers of internal audit services
- (vi) consider specific reports, as agreed with the Treasurer, Internal Audit, Monitoring Officer, Chief Fire Officer/Chief Executive Officer or external audit and to make decisions as appropriate
- (vii) oversee investigations arising out of fraud and corruption allegations determine insurance matters not delegated to officers or another Committee
- (viii) consider and determine, as appropriate, such other matters as are required in legislation or guidance to be within the proper remit of this Committee.

### **Governance**

- (i) review any issue referred to it by the Chief Fire Officer/Chief Executive Officer, Treasurer, Section 151 Officer and Monitoring Officer
- (ii) monitor the Authority's policies on raising concerns at work and the anti fraud and anti corruption strategy and the Authority's complaints process
- (iii) consider the Authority's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice consider the Authority's compliance with its own and other published standards and controls.

## **Accounts**

(i) agree a programme of member-led reviews on any operational or strategic matter to ensure delivery of VfM compliant with best practice.

## **Risk Management**

(i) Monitor and review the Authority's strategic risk register and ensure that appropriate controls are being implemented to mitigate the risks identified.

## **Scrutiny**

(i) receive regular reports from the Business Development Programme Board and monitor the delivery of key projects and programmes

(ii) monitor the Authority's performance against its targets and those contained in the IRMP

(iii) develop arrangements for the scrutiny of the Authority's policies and services with a view to improving efficiency, effectiveness or economy

(iv) convene any working parties or task and finish groups as may be appropriate to assist in fulfilling the duties of the Committee.

**Membership:** 8 Members none of which shall be members of the Policy and Resources Committee.

## **Hearings Panel (Sub Committee of the Overview and Scrutiny Committee)**

The Panel is to consist of 3 members of the Committee and the quorum for its meetings is all 3 members. The Panel has the following functions:

(i) when matters are referred by the Monitoring Officer, to grant dispensations to Members and co-opted members allowing them to participate in the debate and/ or vote on any matter in which they have a disclosable pecuniary interest

(ii) on matters being referred by the Monitoring Officer to decide whether complaints concerning members should be investigated

(iii) to hear complaints that have been referred to them by the Monitoring Officer alleging breaches of the Members' Code of Conduct and to determine appropriate sanctions or actions where a breach is found.

## **PERFORMANCE REVIEW COMMITTEE**

1. The Performance Review Committee will conduct the annual performance review of the Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer and Assistant Chief Fire Officer and determine, where appropriate, the salaries of said posts.

**Membership:** 3 members (Chairman, Vice Chairman and Liberal Democrat Group Leader)

## **APPOINTMENTS COMMITTEE**

1. The Appointments Committee will determine arrangements for recruitment to the posts of Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer and Assistant Chief Fire Officer and make a recommendation of appointment to the Authority for final approval.

**Membership:** 7 members (Chairman and Vice Chairman, 1 Liberal Democrat, 1 Conservative, 1 Labour, 1 UKIP and 1 Independent) provided that at least one member is from each constituent authority.

## **FIRE AUTHORITY DISCIPLINE COMMITTEE**

1. The Fire Authority Discipline Committee will hear and determine discipline cases against the Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer and Assistant Chief Fire Officer.

**Membership:** 3 Members (1 Conservative, 1 Liberal Democrat and 1 UKIP)

## **FIRE AUTHORITY APPEALS COMMITTEE**

1. To hear and determine appeals from decisions made by the Chief Fire Officer/Chief Executive Officer, a Director or the Fire Authority Discipline Committee against dismissal or disciplinary warnings.

**Membership:** 3 Members (1 Conservative, 1 Labour and 1 Liberal Democrat)

## **APPEALS (PENSIONS) COMMITTEE**

1. The Appeals (Pensions) Committee will consider and determine Stage 2 disputes in line with the requirements of the Pensions Acts.

**Membership:** 3 Members (1 Conservative, 1 Independent and 1 Liberal Democrat)

## **NON-EXECUTIVE COMMITTEES**

### **JOINT CONSULTATIVE COMMITTEE (JCC)**

#### **Terms of Reference**

1. To be a consultative body rather than a forum for negotiation;
2. To allow dialogue on issues and concerns by members, the recognised unions or the Chief Fire Officer/Chief Executive Officer as they emerge;
3. To identify common interests and ways of promoting them within the fire service.

**Membership:** 5 Fire Authority Members. Trade Union/Association representatives - (2) FBU, (2) RFU, (2) Unison. Senior Officers.

**Quorum:** 2 Fire Authority Members, 2 Trade Union/Association representatives who represent 2 separate Trade Unions/Associations and 1 senior officer.

**Dates of Meetings:** Meetings to be held six times a year.

**Chairman:** The Chair and Vice Chair of the JCC shall be members of the Fire Authority.

#### **4. Other Procedural Arrangements**

- (i) Proposed agenda items to be submitted to the Monitoring Officer at least two weeks before the date of the meeting.
- (i) Agenda items shall not include items which are dealt with by established negotiating and consultative processes.
- (ii) The Committee is not a decision making forum but will receive reports, guide discussions and make recommendations as appropriate.
- (iv) Minutes of meetings will be agreed with the Chairman and Vice-Chairman and circulated to all JCC members, members of the Fire Authority and placed on the intranet/website.
- (v) Any member of the Committee may invite advisers to assist with specific items on the agenda.

## **POLICY STEERING GROUP**

**1.** To advise the Chief Fire Officer/Chief Executive Officer, Chairman and Fire Authority as appropriate on:

- the development or amendment of the Fire Authority's policies and procedures, revenue and capital budgets, future vision and direction of the Authority
- political, sensitive or contentious issues
- any matter referred to the Group for consideration by the Chief Fire Officer/Chief Executive Officer or Chairman of the Fire Authority.

**Membership:** The Chairman and Vice Chairman, all Group Leaders and one member nominated by the Chairman. At least one member shall represent the Peterborough area.