

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 proposes amendments to 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 consider the proposed amendments 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 for May 2011. The Committee is, therefore, asked to consider the amendments proposed by officers, which are set out in section 4 below, and make recommendations, as appropriate, to the Fire Authority. The current Terms of Reference are attached as an appendix to this report.

4 Proposed Amendments

Following the review by officers the amendments to the Committee's Terms of Reference, shown on the following page, are proposed.

Delete

To monitor compliance with procurement strategies

This function would fall more appropriately within the remit of the Audit and Performance Management Committee.

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

At its April meeting the Fire Authority agreed that it will now approve the Statement of Accounts.

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

The Fire Authority is no longer required to submit such statements to Government.

In third bullet point on page 2 '*and forward budgets*'

This will be superfluous, if the insertion proposed below is agreed.

Amend

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

The Plan is now known as the Medium Term **Corporate** Plan.

Insert

*To review **forward** revenue and capital budgets for consideration by the Authority etc*

After the final bullet point on page 2

To consider any recommendations emanating from the Public Value process

After '*To consider revisions to the revenue budget and final budget plan*' etc on page 2

To receive reports on any financial implications of decisions made by the Authority's Pensions Panel

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

Strategy and Resources Committee Terms of Reference

9 Background Papers

There are no background papers associated with this report.

Strategy and Resources Committee

Quorum - 4

Members – 7

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

2011

20 January 2011
17 March 2011
19 May 2011
22 September 2011
10 November 2011

2012

19 January 2012
15 March 2012

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

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