

Committee Membership and Constitution

Report of the Clerk

For further information about this report please contact Sharon Lloyd,
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1 Purpose of Report

This report asks the Fire Authority to confirm appointments to committees, the Local Government Association Annual Assembly and Fire Services Forum and to review the constitution of its committees.

2 Recommendations

The Fire Authority is asked to:

- a) Agree the appointment of Members to serve on committees, as set out in Appendix A;
- b) Appoint its representative on the Local Government Association Annual Assembly and Fire Services Forum; and
- c) Review and agree the proposed amendments to the constitution of its various committees, as set out in Appendix B.

3 Background

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 Membership of Committees

At its meeting in June the Fire Authority appointed Conservative and Liberal Democrat Members to serve on its committees. Appointment of Labour Members was, however, postponed, because of the absence of the Labour Group Leader. The Fire Authority is now asked, therefore, to agree membership of its committees, as set out at Appendix A to this report. Also at the June meeting the Fire Authority agreed the allocation of seats on its committees to political groups. As there has been no change in the political balance of the Authority since then, it is not felt necessary to revisit this allocation.

5 Local Government Association Annual Assembly and Fire Services Forum

Each year the Fire Authority appoints its representative on the Local Government Association Annual Assembly and Fire Services Forum, which has traditionally been the Chair of the Authority. Members are asked to consider whether this arrangement should continue and appoint its representative accordingly.

6 Committee Terms of Reference

The current terms of reference for all committees and the Strategic Risk and Planning Working Group (StRaP) are set out at Appendix B to this report, with proposed additions shown in bold italics and proposed deletions struck through.

Each of the Fire Authority's major committees has reviewed its terms of reference within the last few months and any amendments recommended have been agreed by the Authority on the dates shown below:

Committee	Date of Committee Review	Date agreed by Fire Authority
Human Resources	April 2011	April 2011
Strategy and Resources	May 2011	June 2011
Audit and Performance Management	June 2011	To be considered at this meeting (see below)

Human Resources Committee

Since the Fire Authority agreed the amendments put forward by the Human Resources Committee the latter has merged with the Appeals Committee. It is now necessary, therefore, to make a number of amendments to reflect this and to include a section on appeals hearings (see pages 7, 8 and 9 of Appendix B) in the terms of reference of the Human Resources Committee.

Audit and Performance Management Committee

The amendments shown at pages 3, 5 and 6 of Appendix B are recommended by the Audit and Performance Management Committee. In addition the insertion of 'internal audit' (at the top of page 4) has been recommended by the Fire Authority's solicitor, as it is a requirement under the Accounts and Audit (England) Regulations 2011 that authorities 'conduct a review of the effectiveness of its internal audit'.

In addition to the reviews conducted by committees, officers have carried out a review for the remaining committees and the StRaP and propose the following amendments.

Standards Committee

The Localism Bill proposes the abolition of the Standards Board regime and is expected to come into force in late 2011 or early 2012. In the meantime, however, the ethical framework, set out in the Local Government Act 2000, as amended, remains in force. It is, therefore, proposed that no significant changes are made to the terms of reference at this stage and that the Monitoring Officer reports back to the Fire Authority, when there are further significant developments. One minor change required is at the final section on page 12 it should read Section 4 of the Handbook (not 14).

Pensions Panel

Officers recommend the inclusion of reporting procedures to ensure that the Strategy and Resources Committee is aware of any financial implications of decisions made by the Panel (see page 10 of Appendix B).

Brigade Managers' Employment Panel

No changes are proposed to the terms of reference of this Panel.

Strategic Risk and Planning Working Group

Several changes are proposed in order to bring the terms of reference up-to-date and also to incorporate the remit of the now-dissolved Budget Working Group. These changes, shown at pages 16 and 17 of Appendix B, have been emailed to the Group members for comment and all of those, who responded, are in agreement with them.

7 Financial Implications

There are no material direct costs arising out of the recommendations of this report, although many decisions of committees will impact on budgets and need financial approval.

8 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)

9 Equality Impact Assessment

An Initial Equality Impact Assessment has been completed.

10 Appendices

Appendix A

Appointment of Members to serve on committees

Appendix B

Constitution of Committees

11 Background Papers

Shropshire and Wrekin Fire and Rescue Authority

Standing Orders for the Regulation of Proceedings and Business

Following the June meeting of the Fire Authority membership of committees is as follows:

Committee	Conservative		Labour		Liberal Democrat	
	Current	Required	Current	Required	Current	Required
Strategy and Resources	4 J Barrow D Minnery K Roberts S West	4	2 R Picken J Thompson	2	1 N Hartin	1
Audit and Performance Management	4 Peter Adams Eric Carter John Hurst-Knight Terry Kiernan	4	2 J Jones L Murray	2	1 Chris Mellings	1
Human Resources	4 P Adams J Barrow Terry Kiernan Mal Price	4	1 R Picken	2 i.e. 1 more	1 Karen Blundell	1
Standards	2 M Bennett Terry Kiernan	2	1 L Murray	1	1 C Mellings	1
Pensions Panel	3 P Adams D Minnery S West	Chair & Vice-Chair of CFA & Chair of HR – to be decided	0	Chair & Vice-Chair of CFA & Chair of HR – to be decided	0	Chair & Vice-Chair of CFA & Chair of HR – to be decided
Brigade Managers Employment Panel	4 P Adams J Barrow D Minnery S West	4	2 L Murray J Thompson	2	0	0
Strategic Risk and Planning Working Group	4 J Barrow D Minnery M Price S West	4	2 J Jones R Picken	2	1 N Hartin	1

Constitution of Committees

Strategy and Resources Committee

Quorum - 4

Members – 7

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

22 September 2011 – to be rescheduled

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 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 consider the structure of the Medium Term Corporate 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 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
- Provisions, reserves and funds

To consider any recommendations emanating from the Public value Process

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

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

Audit and Performance Management Committee

Quorum - 4

Chair

The Chair of the Committee shall be elected from a member of the largest opposition group.

Members - 7

Members of the Fire Authority's Strategy and Resources Committee are precluded from sitting on the Audit and Performance Management Committee and vice versa.

Meeting Dates

2011

8 September 2011

24 November 2011

2012

1 March 2012

At one of the above meetings the Committee will meet with Internal and External Audit without Fire Service officers present.

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

Statement of Purpose

Audit*

To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Fire Authority's financial and non-financial performance to the extent that it affects the Fire Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process

*As recommended in The Chartered Institute of Public Finance and Accountancy publication 'Audit Committees Practical Guidance for Local Authorities'

Performance Management

To oversee the process of assessing progress toward achieving the Fire Authority's predetermined goals **aims**, as set out in the Corporate **Service Plan**. The Committee's role involves building on that process, adding the relevant communication and action on the progress achieved against the predetermined goals **aims**.

Audit Core Functions*

To consider the effectiveness of the Fire Authority's *internal audit*, risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements

To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors

To be satisfied that the Fire Authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions to improve it

To approve, but not direct, the internal audit strategy and audit plan and to monitor performance against the plan

To review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary

To receive the annual report of the Head of Internal Audit

To consider the reports of external audit and inspection agencies

To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant agencies and other relevant bodies, and that the value of the audit process is actively promoted

To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by the external audit

*As recommended in The Chartered Institute of Public Finance and Accountancy publication 'Audit Committees Practical Guidance for Local Authorities'

Terms of Reference

The Committee will review at least annually, and more frequently, if changes are required sooner, its terms of reference to ensure they are up-to-date, and make recommendations for change to the Fire Authority.

The Committee will consider and approve its annual Work Plan.

In order to carry out its purpose and core functions the Committee will consider, monitor, review and, as appropriate, approve:

- Any proposals for the revision of the Service Level Agreement with Internal Audit
- The Annual Audit Plan
- Revisions to the annual audit plan, as advised by the Head of Internal Audit and agreed by the Treasurer

- The Head of Internal Audit's Annual Report and opinion on the work completed by Internal Audit and the progress made in implementing recommended actions
- Half-yearly reports from the Risk Management Group on the work completed by Internal Audit and the progress made in implementing recommended actions
- Reports on Internal Audit special investigations, including frauds, and consideration of recommendations for strengthening internal controls
- A report on the review of adequacy of the Fire Authority's corporate governance arrangements
- The annual review report on the Fire Authority's Code of Corporate Governance
- The Fire Authority's Annual Governance Statement
- Annual review and re-affirmation of the Fire Authority's Anti-Fraud and Corruption Policy
- Annual review and re-affirmation of the Fire Authority's Brigade Order on Reporting of Illegality and Malpractice (Whistleblowing)
- The report from the Audit Commission on the three-yearly review of the effectiveness of Internal Audit
- The External Auditor's Work Plan, including comments on the scope and depth of external audit work, considering whether it gives value for money
- The Fire Authority's draft Statement of Accounts before submission to the Fire Authority for approval, or, if it is not practicable for the Committee to consider and comment upon the draft Statement, it will ensure that the Fire Authority considers and comments upon the draft Statement prior to approval
- The External Auditor's Management Letter and ~~Use of Resources Judgement~~ **Value for Money Conclusion**
- The Annual Governance Report from the External Auditor following completion of the annual audit of the accounts
- The annual report 'International Standard on Auditing (ISA) 260' of the District Auditor to those charged with governance ~~The Chair of the Committee will sign the Letter of Representation annually on behalf of those charged with governance (as per authority delegated by the Fire Authority on 19 July 2006).~~
- Monitoring reports on implementation of the Corporate **Service Plan Aims and Public Value Measures**
- ~~Monitoring reports on the Brigade Service Objectives~~

- ~~Monitoring reports on the Brigade performance indicators~~
- **Exception reports on Directorate objectives, where they lead to a failure in a Public Value Measure**
- The report on the contents of the Fire Authority's Annual Report on the previous years' performance
- ~~Progress reports on the Equality and Diversity Steering Group Action Plan~~
- ~~Progress reports on the Corporate Equality Action Plan~~
- Monitoring reports on the implementation of Best Value Reviews
- Customer relation issues and monitoring reports on complaints and compliments
- Reports on the ~~Audit Commission's~~ **external audit** assessment frameworks, ~~such as Comprehensive Area Assessment,~~ in order to maintain an awareness of the most current regimes

The Committee will oversee and scrutinise Treasury Management and make recommendations, where appropriate, to the Fire Authority.

The Committee will consider, investigate (where appropriate), and report upon, any other matter within its remit, referred to it by the Fire Authority, the Chief Fire Officer, the Treasurer or the Monitoring Officer.

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

Powers

The Audit and Performance Management Committee will:

- Have no delegated powers but can require relevant officers to attend any meeting, where such attendance would be expedient to the work of the Committee
- Have the power to meet privately and separately with the Head of Internal Audit and/or with the External Auditor, independent of the presence of those officers with whom the auditors must retain a working relationship

Human Resources Committee

Quorum - 4

Members - 7

Meeting Dates

2011

29 September 2011

2012

19 April 2012

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

Terms of Reference

To consider human resource strategies and make recommendations to the Authority

To consider reports on the progress of regional and national human resource activities and make recommendations to the Authority, where appropriate

To consider and monitor staffing requirements, the establishment scheme and human resource policies for the Authority and make recommendations to the Authority

To consider fundamental amendments to locally determined conditions of service and make recommendations to the Authority

To consider reports regarding the induction, training and development needs of Members and officers, regularly review those needs and make recommendations to the Authority

To make recommendations to the Authority on the process for appointments to the posts of Chief Fire Officer, Deputy Chief Fire Officer, Treasurer, Monitoring Officer, Deputy Monitoring Officer and Clerk, as necessary

To review at least annually, and more frequently, if changes are required sooner, its terms of reference and those of the Appeals Committee to ensure that they are up-to-date, and make recommendations for change to the Fire Authority

~~To undertake the following functions which apply to those employees who come within the jurisdiction of the Fire Authority:~~

To consider and determine appeals against dispute in accordance with the Collective Disputes Procedure

To ensure that equality of opportunity and diversity at work issues are promoted, implemented and monitored by the Authority and the Service

To consider reports on employee pension schemes and make recommendations to the Authority

- ~~To receive minutes from the Appeals Committee~~

To review and amend, where required, the processes and procedures for dealing with:

- Appeals against grading and market factor supplement decisions (including rank to role)
- Grievances
- Appeals against the application or interpretation of conditions of service
- Appeals against dispute in accordance with the Collective Disputes Procedure
- Appeals **Hearings Committee** cases

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

Appeals Hearings

Quorum – 3

Members – 7

Although all Members of the Human Resources Committee will be eligible to participate in appeals hearings, the number participating in any hearing will be limited to 3. Steps will be taken to ensure that wherever practicable political balance is achieved.

Terms of Reference

To undertake the following functions which apply to those employees who come within the jurisdiction of the Fire Authority:

- To consider and determine appeals against grading and market factor supplement decisions (including rank to role)
- To consider and determine grievances in accordance with the Grievance Procedure, ~~except where that grievance relates to a decision of the Chief Fire Officer on level of sick pay; ill health retirement or dismissal for health related reasons; or powers exercised under the Firemen's Pension Scheme and related legislation in respect of ill health retirements~~
- To consider and determine appeals against the application or interpretation of conditions of service, ~~except where that appeal relates to a decision of the Chief Fire Officer on level of sick pay~~

- ***To consider and determine any appeal against a decision of a Brigade Manager / Brigade Managers relating to individual cases of long-term sickness and pay***
- ***To consider and determine any appeal against a decision of a Brigade Manager / Brigade Managers relating to the ill-health retirement or dismissal for health-related reasons of any employee***
- ***To consider and determine any appeal against a decision of a Brigade Manager / Brigade Managers relating to powers exercised under the Firemen's Pension Scheme and the New Firefighters Pension Scheme and related legislation in respect of ill-health retirements, except where that appeal is against a medical decision***
- ***To consider and determine appeals at Internal Dispute Resolution Procedures Stage 2 with regard to the Firemen's Pension Scheme, the New Firefighters Pension Scheme, National Firefighters' Pension Scheme and the Firefighters' Compensation Scheme***
- ***To consider and determine appeals against dismissal under the disciplinary process***

Meeting Dates

There are no scheduled meeting dates for appeals hearings, which take place on an "ad hoc" basis as and when there are cases to consider.

Brigade Managers' Employment Panel

Quorum - 3

Members - 6

Terms of Reference and Meetings

To meet as and when required to review the pay and conditions of service of Brigade Managers in accordance with the process agreed by the Fire Authority at its meeting on 3 July 2009, as may be amended by the Fire Authority from time to time, and, having carried out a review, to make decisions relating to the pay and conditions of service of Brigade Managers

Pensions Panel

Quorum - 3

Members - 3

Chair of the Fire Authority
Vice-Chair of the Fire Authority
Chair of the Human Resources Committee

Under a resolution made by the Fire Authority on 15 June 2011 the Pensions Panel is not subject to the political balance requirements.

Terms of Reference

To make decisions and exercise discretionary powers arising from employee pension scheme legislation

Meeting Dates

There are no scheduled meeting dates for the Pensions Panel, which meets on an "ad hoc" basis as and when there are cases to consider.

Reporting

All decisions of the Pensions Panel will be reported to the Fire Authority and, where there are financial consequences for the Fire Authority, also included in the monitoring report on financial issues to the Strategy and Resources Committee, to enable the Committee to consider any implications for resources.

Standards Committee

Quorum - 3

The quorum must include at least two Members of the Fire Authority and one Independent Member.

Members – 8

4 Members of the Fire Authority and 4 Independent Members
There are currently 2 Independent Member vacancies.

Chair

The Chair of the Committee must be an Independent Member.

Meeting Dates

There are no dates scheduled for meetings of the Committee. When, however, they do take place they are held at 5.15 pm in the Conference Room at Service Headquarters, unless otherwise advised.

Terms of Reference

To promote and maintain a high standard of conduct by Members, to oversee the Register of Members' Interests and to oversee the effectiveness of the Authority's procedures for investigating and responding to complaints about Members

To advise the Authority on the adoption or revision of the Members' Code of Conduct

To assist Members to observe the Members' Code of Conduct

To advise, train, or arrange to train Members on matters relating to the Members' Code of Conduct

To develop, maintain and monitor the operation of such Code

To issue advice to Members on the treatment of personal interests and on conduct matters generally

To consider and grant, or otherwise, dispensations in respect of Members interests

To establish sub-committees of the Standards Committee to make initial assessments of complaints received by the Standards Committee alleging a breach of the Members' Code of Conduct

To establish sub-committees of the Standard Committee to consider requests received by the Standards Committee to review decisions to take no action in relation to a complaint made to its sub-committee as set out above

To consider and act on any report from the Monitoring Officer on any matter which is referred to the Monitoring Officer

To exercise such functions as are required under the Fire Authority's procedures for local investigation of referred complaints and for the local determination of allegations of misconduct

To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act

To review its Terms of Reference annually and make recommendations to the Fire Authority accordingly

To exercise such other functions as the Authority considers appropriate

NB

Please note that the various Procedures relating to Local Investigations and Determinations and Dispensations are set out in Section 14 **4** of the Handbook.

Standards Committee Referrals Sub-Committee

Quorum - 3

The quorum for a meeting of the Sub-Committee shall be 3 Members, with an Independent Member as Chair, and at least one elected Member of the Authority.

Composition – 4

The Referrals Sub-Committee shall comprise 4 Members, of whom at least 1 shall be an Independent Member of the Standards Committee, and at least 2 elected Members of the Authority.

Chair

The Chair of the Sub-Committee shall be an Independent Member.

Meeting Dates

The Referrals Sub-Committee shall meet on an ad hoc basis as and when required.

Terms of Reference

- a The Referrals Sub-Committee is established to receive allegations that a Member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct.
- b Upon receipt of each allegation and any accompanying report by the Monitoring Officer, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:
 - i refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation, or directing that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;
 - ii refer the allegation to Standards for England;
 - iii decide that no action should be taken in respect of the allegation; or
 - iv where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;

and shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.

- c Upon completion of an investigation by the Monitoring Officer, the Sub-Committee shall be responsible for determining whether:
 - i it accepts the Monitoring Officer's finding of no failure to observe the Code of Conduct;
 - ii the matter should be referred for consideration at a hearing before the Hearings Sub-Committee of the Standards Committee; or
 - iii the matter should be referred to the Adjudication Panel for determination.
- d Where the Sub-Committee resolves to do any of the actions set out in Paragraph b or c above, the Sub-Committee shall state its reasons for that decision.
- e The Sub-Committee shall consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.
- f The Sub-Committee shall, upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.

Standards Committee Review Sub-Committee

Quorum - 3

The quorum for a meeting of the Review Sub-Committee shall be 3 Members, with an Independent Member as Chair, and at least one elected Member of the Authority.

Composition – 4

The Review Sub-Committee shall comprise 4 Members, of whom at least 1 shall be an Independent Member of the Standards Committee, and at least 2 elected Members of the Authority.

Chair

The Chair of the Sub-Committee shall be an Independent Member.

Meeting Dates

The Review Sub-Committee shall meet on an ad hoc basis as and when required.

Terms of Reference

- a The Review Sub-Committee is established to review, upon the request of a person who has made an allegation that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct, a decision of the Referrals Sub-Committee that no action be taken in respect of that allegation.
- b Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Referrals Sub-Committee and shall then do one of the following:
 - i refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation, or specifying that he/she take an alternative action as permitted by Regulations;
 - ii refer the allegation to Standards for England;
 - iii decide that no action should be taken in respect of the allegation; or
 - iv where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;

and shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.

- c Where the Sub-Committee resolves to do any of the actions set out in Paragraph b above, the Sub-Committee shall state its reasons for that decision.

Strategic Risk and Planning Working Group

Quorum – 4

Members – 7

Terms of Reference

To **consider** ~~work closely with the Budget Working Group and make recommendations on strategic planning, **Public Value** and Integrated Risk Management Planning **issues** to the Strategy and Resources Committee, **ensuring that Equality and Diversity, Public Value and IRMP criteria are taken into account**~~

To consider all aspects of the budget setting process

~~To report any financial implications identified through the strategic planning and Integrated Risk Management Planning processes to the Strategy and Resources Committee~~

To **consider** ~~recommend~~ ways to deliver financial efficiencies identified by the Strategy and Resources Committee

~~To consider reports emanating from the strategic planning process when making recommendations~~

~~To ensure recommendations are assessed using Public Value criteria~~

To consider national, regional and local service delivery requirements

To review, **and** monitor, ~~and report on,~~ existing strategic planning, **Public Value** and Integrated Risk Management Planning strategies

To oversee, **and** review, ~~and make recommendations to the Strategy and Resources Committee on,~~ foreseeable risks to the strategic planning, **Public Value** and Integrated Risk Management Planning strategies

~~To consider value for money issues when making proposals~~

To review the Terms of Reference of the Working Group as required or at least annually ~~and make recommendations to the Strategy and Resources Committee regarding amendments~~

To ~~establish, and review annually,~~ role descriptions for the Working Group's Chair and Vice-Chair ~~and make recommendations to the Strategy and Resources Committee~~

To investigate ~~and report upon~~ any other matter specifically referred to the Working Group by the Strategy and Resources Committee or the Fire Authority

To ensure the provision of appropriate training and development to ensure that all Members of the Working Group are able to discharge their responsibilities

Meeting Dates

The Working Group will meet quarterly.

Its Members will also participate in the extensive consultation exercise, which emanates from the strategic planning and Integrated Risk Management Planning processes and each Member will be expected to attend a minimum of **six five** consultation events per year.

Accountability

The Working Group's **findings** will **be reported** ~~report, and make recommendations,~~ to the Strategy and Resources Committee.