

## Strategy and Resources Committee Constitution and Training

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

#### 1 Purpose of Report

This report brings the latest version of the Committee's constitution to the notice of its Members. It also asks Members to consider whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

#### 2 Recommendations

Members are asked to:

- a) Note the constitution of the Strategy and Resources Committee (attached as an appendix); and
- b) Consider and decide whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

#### 3 Committee Constitution

At its Annual Meeting in July each year the Fire Authority may agree changes in the membership and terms of reference of its committees. It is, therefore, considered good practice for each of the committees to revisit its constitution at the first meeting, which takes place after the Fire Authority Annual Meeting, to ensure that Members are familiar with the latest terms of reference. Accordingly, this action is included in the Committee's Work Plan for September and the constitution of the Strategy and Resources Committee is attached as an appendix.

## **4 Training Issues**

Included in the terms of reference of the Committee is:

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

Members are, therefore asked to consider and decide whether there is any training or development, which should be undertaken by the Committee in order to fulfil its role.

## **5 Financial Implications**

There may be some cost implications relating to the provision of training for Members but these are as yet unknown.

## **6 Legal Comment**

There are no legal implications arising from this report.

Bringing the latest version of the Committee’s constitution to the notice of its Members is not a legal requirement but represents good practice.

## **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 Constitution

## **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		Member Involvement	*
Capacity		National Framework	
Civil Contingencies Act		Operational Assurance	
Efficiency Savings		Public Value	
Environmental		Retained	
Financial	*	Risk and Insurance	
Fire Control/Fire Link		Staff	
Information Communications and Technology		Strategic Planning	
Freedom of Information / Data Protection Act / Environmental Information		Equality Impact Assessment	*
Legal	*		

## Strategy and Resources Committee

### Quorum - 4

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

### Members – 7

### Meeting Dates

#### 2010

23 September 2010

24 November 2010 (rescheduled from 11 November 2010)

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 variances 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