

Committee Terms of Reference

Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260225 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 a review by officers, for recommendation to the Fire Authority.

2 Recommendations

Members are asked to recommend to the Fire Authority the proposed amendments to the terms of reference of the Strategy and Resources Committee, attached as an appendix to this report, subject to any amendments / comments they may wish to make.

3 Background

Although the terms of reference of all committees are reviewed each year at the Annual Meeting of the Fire Authority, no fundamental review of those of the Strategy and Resources Committee has taken place since it was first established in October 2005. Officers recently conducted such a review for the Audit and Performance Management Committee and felt it timely, therefore, to carry out one for this Committee to ensure that its terms of reference are clear and include all responsibilities, which the Committee should discharge.

An action to review the terms of reference is included in the Committee's 2009/10 work plan for completion in May 2009, which will enable the Fire Authority to consider any amendments, recommended by the Committee, at its Annual Meeting on 3 July 2009.

4 Proposed Terms of Reference

The draft terms of reference of the Committee are attached as an appendix to this report, with proposed deletions struck through and additions shown in bold, italic type. They now include more specific responsibilities, which mirror, to a large extent, the actions set out in the Committee's work plan.

5 Financial Implications

There are no direct financial implications attached to the proposed constitution. 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

The draft terms of reference appended to this report include mention of some of the legal responsibilities placed upon the Fire Authority, for example the obligations relating to the Statement of Accounts, which are set out in the Accounts and Audit Regulations 2003 (as amended). Accordingly, the work of the Committee (as set out in the terms of reference) assists the Fire Authority in complying with its legal obligations.

Any proposed changes to the Committee's terms of reference will have to 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

Proposed Constitution Strategy and Resources Committee

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.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance 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	*

Strategy and Resources Committee

Quorum - 4

Members – 7

Phil Box (Lab))	
Andrew Eade (Cons) (Chair))	
Nigel Hartin (Lib Dem))	Membership will change at
Yvonne Holyoak (Cons) (Vice-Chair))	the Annual Meeting of the
David Minnery (Cons))	Fire Authority on 3 July 2009
Roy Picken (Lab))	
Stuart West (Cons))	

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

2009

22 January 2009
5 March 2009
21 May 2009
17 September 2009
12 November 2009

Terms of Reference

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

~~To consider, monitor and make recommendations to the Authority on its capital and revenue budgets~~

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 review the Treasury Policy Statement and monitor the performance of the treasury management function in accordance with policy

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 the Accounts and Audit Regulations 2003 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