

POLICY AND RESOURCES COMMITTEE

Terms of Reference, Constitution, Rules and Procedures

Role

The Committee will:

1. Exercise general oversight of the resources of the Authority including knowledge management.
2. In conjunction with the Audit committee to scrutinise reports from the Authority's External Auditors (including the report on the Management Letter) to determine where appropriate the Authority's response and appropriate action.
3. To prepare and recommend the Authority's Integrated Risk Management Plan and Authority Plan to the Authority .Thereafter to oversee and monitor progress on implementation of the Authority's Integrated Risk Management Plan and Authority Plan.
4. Consider and recommend to the Authority new strategies or new policy, including People, IT and Public Relations strategies taking into account the impact of such proposals on the staffing and financial resources of the Authority.
5. Oversee the formulation and recommend to the Authority the adoption of the Authority's objectives, the priority of those objectives and progress towards achieving them.
6. Oversee the development and implementation of equality and fairness policies receiving regular reports from the Equalities and Development Steering Group.
7. Oversee the development and implementation of health and safety policies receiving regular reports from the Health and Safety Liaison Panel.
8. Consider and report to the Authority on proposals of government departments and other national or regional bodies which have national or regional implications or which would affect the Authority in its relationship with other authorities.
10. Consider any other item referred to it by the Authority or Chief Officer.
11. Advise the Authority generally as to its financial and economic policies.
12. Make recommendations on the medium term financial plan including the revenue and capital budgets, precept and net budget requirement. Monitor the implementation of the medium term financial plan.

13. Consider matters relevant to the control of the general financial arrangements of the Authority including the arrangements for:
 - (a) the collection of all revenue
 - (b) the supervision of the financial and accounting methods adopted
 - (c) insurance
 - (d) the establishment and management of funds
 - (e) the arrangements for treasury management
14. To ensure that the fees and charges for services provided by the Authority are kept under regular review and recommend any changes to the Authority for adoption.
15. Subject to Standing Orders and Financial Regulations, to exercise delegated power in relation to the invitation and acceptance of tenders.
16. Determine the Authority's Asset Management Plan.
17. Determine any matter relating to the Authority's land holdings including any report relating to the acquisition or disposal by way of sale or lease of any interests in land or property surplus to requirements.
18. In accordance with the Authority's Financial Regulations, Standing Orders, give approval to capital projects and the purchasing of supplies, vehicles and services.
19. Receive reports on the discharge of any Civil Contingencies activities carried out by the Authority and authorise any action not already delegated to officers.
20. To receive reports on the implications of the adoption of nationally agreed conditions of service.
21. To receive regular reports from the Joint Consultative Committee.
22. To agree the premature retirement of any employee where this is in the interests of the efficient exercise of the functions of the Authority, or by reason of redundancy, including the power to grant added years service reckonable for superannuation purposes.
20. Receive reports on the introduction and implementation of any new legislation and as appropriate on the discharge of the Authority's obligations under any statutory provisions and authorise any action not already delegated to officers.
21. To set up member/officer working groups, either long standing or temporary to research and consider specific issues affecting the Authority e.g. Equalities and Development Working Group, IRMP working Group etc
22. To consider and make recommendations to the Authority on the Officer Delegation Scheme.

Constitution

1. The Committee will comprise 15 Members.
2. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply.
3. The quorum of the Committee will be 5 Members.

Substitution

4. A Member of the Committee, who is unable to attend a meeting of the Committee, may propose another Member of the Authority to take their place at that meeting and act as their substitute. The substitute may be a Member of any political group.
5. The substitute Member shall remain a Member of the Committee for the duration of the meeting and shall be entitled to vote and assume all of the responsibilities of the named Member.

Reporting Arrangements

6. The Committee will report to the Authority and have clear access to other committees and functions.

Rules and Procedures

7. The Committee will meet quarterly.
8. The Committee Chair will report proceedings of the Committee to the Authority.
9. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt.
10. The Committee will be advised by the Chief Fire Officer, Treasurer, Monitoring Officer and other officers and advisors as necessary.
11. Meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.
12. An agenda, together with reports, will be made available at least five clear working days before each formal meeting.