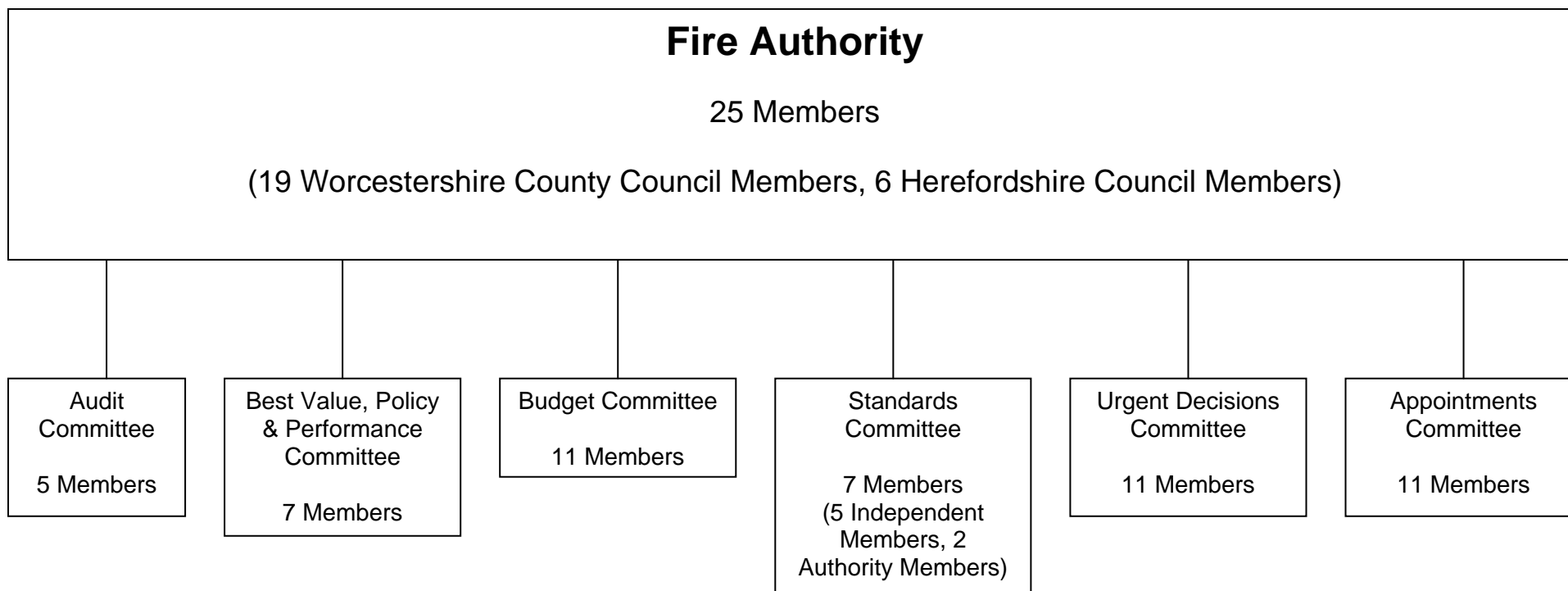




## Hereford & Worcester Fire and Rescue Authority – Governance Structure



## **TERMS OF REFERENCE OF COMMITTEES OF THE FIRE AND RESCUE AUTHORITY**

### **URGENT DECISIONS COMMITTEE**

To act on behalf of the Authority in circumstances where the urgency of the matter is such that it cannot await the calling of a meeting of the Authority and there is no other method of dealing with that matter.

### **APPOINTMENTS ETC COMMITTEE**

To deal with the appointment, terms and conditions, suspension or dismissal of the Chief Fire Officer and Deputy Chief Fire Officer.

### **AUDIT COMMITTEE**

To agree the external audit plans

To receive reports from the External Auditors

To monitor and report on the performance of internal audit.

To approve the Annual Governance Statement

To approve the Statutory Accounts.

To monitor effective development and operation of risk management for action by the Fire and Rescue Authority Management Team.

To monitor issues on a quarterly basis arising from risk management and seek assurance that action is being taken where necessary

To monitor the Authority's arrangements against fraud.

### **BEST VALUE, POLICY AND PERFORMANCE COMMITTEE**

To consider the Best Value Performance Plans and reviews prior to submission to the Authority for approval.

To ensure that service provision has been appropriately determined by following the Government's Best Value performance methodology (Challenge, Consult, Compare, Compete)."

To comment on policy development, review policy (excepting financial policy) and make recommendations

To monitor progress in implementing approved policies and make recommendations

To consider any issue relating to a policy of the Authority, or performance in respect of such a policy, referred to the Committee by any three Members of the Authority, provided that more than one political group is represented in the number.

## **BUDGET COMMITTEE**

To review the financial prospects and make recommendations to the Fire and Rescue Authority.

To have oversight of financial matters raised in external and internal audit arrangements.

To have oversight of Treasury Management activity.

## **STANDARDS COMMITTEE**

Promoting and maintaining high standards of conduct by the Members of the Authority;

Assisting Members to observe the code of conduct;

Advising the Authority on the adoption or revision of the code of conduct;

Monitoring the operation of the code of conduct;

Advising, training or arranging to train the Members of the Authority on matters relating to the code of conduct;

Granting dispensations to Members, in circumstances to be prescribed in Regulations, from requirements relating to interests set out in the councillors' code of conduct;

Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring officer or any matter which is referred by an ethical standards officer to the Monitoring Officer;

Setting up a Sub-Committee or making arrangements with an adjoining authority with regard to reviews of initial assessments of investigations;

Setting up an Assessment Sub-Committee or making arrangements with an adjoining Authority with regard to conducting assessments of complaints.