

APPENDIX 1

POLICY AND RESOURCES COMMITTEE

Terms of Reference, Constitution, Rules and Procedures

Role

The Committee will:

1. Make recommendations as to:
 - the Authority's strategic policies and objectives;
 - annual budget, medium term financial plan and precept;
 - community risk management plan and any fire cover review, and monitor progress with implementation when approved; and
 - the Scheme of Delegations to Officers.
2. Monitor and review financial performance including revenue and capital budgets, treasury management, the use of resources and fees and charges (adopting any changes to fees and charges where necessary on behalf of the Authority).
3. Authorise capital and revenue virements in excess of limits delegated to the Treasurer and Chief Fire Officer and to authorise capital re-phasing where necessary.
4. Monitor and review key operational performance targets and ensure that the Authority has an effective performance management framework in place.
5. Determine the Authority's Asset Management Plan and any matter relating to the Authority's land holdings or buildings and structures which is not delegated to officers.
6. Approval of capital projects and purchase of supplies, vehicles and services in accordance with the agreed budget and medium term financial plan
7. Authorise the waiver of tender rules in accordance with Standing Orders and Financial Regulations, where necessary.
8. Approve and amend any strategic policy not reserved for the Authority or that falls within the remit of another Committee.
9. To settle any claim or uninsured claim against or by the Authority when the sum is above the limit of officer delegation.
10. Approve, monitor and review of the following matters in relation to staff:
 - a) the implications of the adoption of nationally agreed conditions of service;
 - b) regular reports from the Joint Consultative Committee;

- c) agreement to 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;
 - d) responsibility for exercising the discretionary elements of the Local Government Pension Scheme, including the authority for incurring any costs involved;
 - e) the development and implementation of equality and fairness policies receiving regular reports from the Equalities and Development Steering Group;
 - f) the development and implementation of health and safety policies receiving regular reports from the Health and Safety Liaison Panel;
 - g) employment monitoring reports; and
 - h) amendments to duty systems worked on fire stations.
11. Consider and approve responses to consultation papers issued by Government and other organisations.
 12. Any other matter not reserved to the Authority or falling within the remit of any other Committee nor delegated to an officer.

Constitution

13. The Committee will comprise 13 Members.
14. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply.
15. The quorum of the Committee will be 4 Members.
16. Subject to the approval of the Chairman and Vice Chairman of the Authority, the Committee may establish non-politically balanced, time-limited Task and Finish Groups to investigate issues within terms of reference set by the Committee. Only one Task and Finish Group may be established by the Committee at any one time.

Rules and Procedures

17. The Chairman and Vice-Chairman will be elected by the Authority
18. The Committee will meet at least four times a year.
19. The Committee Chairman will report proceedings of the Committee to the Authority.

20. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt.
21. The Committee will be advised by the Chief Fire Officer, Treasurer, Monitoring Officer and other officers and advisors as necessary.
22. Meetings will normally be held in public, with the right of attendance for all Members, public and press, except during consideration of exempt business.
23. An agenda, together with reports, will be made available at least five clear working days before each formal meeting.