

SECTION 3 – MEMBERS’ DECISION-MAKING BODIES

TABLE OF KEY INFORMATION AND REQUIREMENTS

BODY	NUMBER OF ELECTED MEMBERS	APPOINTMENT	QUORUM	OTHER REQUIREMENTS					NO OF MEETINGS
FIRE AUTHORITY	23	By Constituent Authorities allocated seats in ratio of electors in each of the areas covered by Fire Authority. Constituent Authorities appoint in political proportion.	One third and All Constituent Authorities must be represented.						5
POLICY COMMITTEE	10	By Fire Authority. Appoints in political proportion. Must include Chair and Deputy Chair of Fire Authority.	Any three elected Members.		Chair and Deputy Chair of Fire Authority are Chair and Deputy Chair of Committee.		Decisions can be Called In: Agenda sent to all Members of Fire Authority.	Acts as Closure of Accounts Committee	5
PERFORMANCE AND OVERVIEW COMMITTEE	7	By Fire Authority. Appoints in political proportion. Appoint Chair and Deputy Chair of Committee	Any three elected Members.	One Independent Non-Elected Member attends in advisory capacity.	Members of Policy Committee must not sit on this Committee.	Independent Non-Elected Members to agree which one sits on this Committee. If agreement can't be reached the Fire Authority will decide.	Deals with Called In decisions.		5
GOVERNANCE AND CONSTITUTION COMMITTEE	6	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three elected Members.	Two Independent Non-Elected Members attend in advisory capacity.				Complaints about Members' conduct will involve an Independent Person that is not a member of this committee	5
BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE	7	By Fire Authority. Appoints in political proportion. Appoints Chair of Committee.	Any three elected Members.						3

STAFFING COMMITTEE	4		Any three elected Members.		Formed by four Members from Brigade Managers' Pay and Performance Committee				Ad Hoc
JOINT CONSULTATIVE COMMITTEE	4	By Fire Authority. Appoints in political proportion.	Any three elected Members	Union Officials attend. Up to 3 FBU, 1 from FOA, 1 from Unison, as necessary.	Members of Policy Committee must not sit on this Committee.				Ad Hoc
BUSINESS CONTINUITY COMMITTEE	Varies	By virtue of role.	Any three elected Members		Chair, Deputy Chair, Group Spokespersons, Lead Members				Ad Hoc

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THE FIRE AUTHORITY:

- 3.1 Makes all Member decisions that are not delegated to other Member Decision-Making Bodies
- 3.2 Makes key decisions, including but not limited to:
 - Approval of the budget (including capital and revenue proposals)
 - Setting the precept;
 - Approval of the annual accounts
 - Approval of the Annual Statement of Assurance
- 3.3 Approves key/significant plans (and considers associated documentation, e.g. Annual Reports)
- 3.4 Approves key/significant strategies (and considers associated documentation, e.g. Annual Reports)
- 3.5 Approves key/significant policies (and considers associated documentation, e.g. Annual Reports)
- 3.6 Establishes and determines the responsibilities, and composition of, and appointments to all Members’ Decision-Making Bodies and determines Member Roles and makes appointments to all Outside Bodies
- 3.7 Adopts the Members’ Codes of Conduct
- 3.8 Approves the Members’ Allowances Scheme
- 3.9 Considers and determines any matters referred to it by any of the Members’ decision-making bodies;
- 3.10 Receives key external reports and determines appropriate actions e.g. Operational Assessment and Fire Peer Challenge
- 3.11 Appoints the Chief Fire Officer and Chief Executive
- 3.12 Agrees overall Scheme of Delegation
- 3.13 Agrees any transfer of functions and/or powers and/or major changes to service delivery (including the establishment of a trading company etc.)
- 3.14 Settles responses to key/significant consultations
- 3.15 Agrees to buy or sell land and/or buildings
- 3.16 Agrees to enter into key and/or long-term contractual commitments

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- 3.17 Approves statutory statements e.g. Annual Pay Policy Statement
- 3.18 Approves Annual Report
- 3.19 Considers External Audit Findings and Value For Money Conclusion report (including approval of Audit Arrangements and Fees)
- 3.20 Approves the Constitution and any amendments to it
- 3.21 Acts as duty holder for matters relating to Health and Safety
- 3.22 Takes the leading role in respect of risk management (with the support of the Risk Management Board)

IF IN DOUBT TREAT THE MATTER AS ‘KEY/SIGNIFICANT’ AND REPORT THE MATTER TO THE FIRE AUTHORITY

RESPONSIBILITIES OF THE POLICY COMMITTEE

The Policy Committee

- ~~3.22 advises the Fire Authority in relation to key decisions~~
- ~~3.23 advises the Fire Authority on developing key plans, strategies and policies~~
- ~~3.24 approves responses to significant consultations~~
- ~~3.25 acts as a Closure of Accounts Committee;~~
- ~~3.26 approves significant policies (and considers associated documentation, e.g. Annual Reports)~~
- ~~3.27 approves significant plans (and considers associated documentation, e.g. Annual Reports)~~
- ~~3.28 approves significant strategies (and considers associated document, e.g. Annual Reports)~~
- ~~3.29 takes the leading role in respect of risk management (with the support of the Risk Management Board)~~
- ~~3.30 refers matters to the Fire Authority or any of the other Members’ Decision Making Bodies as appropriate~~

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~~A LIST OF SIGNIFICANT PLANS, STRATEGIES AND POLICIES THAT ARE THE RESPONSIBILITY OF THIS COMMITTEE IS HELD BY THE HEAD OF LEGAL AND DEMOCRATIC SERVICES.~~

RISK MANAGEMENT BOARD

MEMBERSHIP

3.76 The Risk Management Board is chaired by the Chief Fire Officer and Chief Executive with representatives from Service Management Team attending, representation from Internal/External Audit and two Members ~~of Policy Committee~~ appointed by the Fire Authority.

3.77 ~~Fire Authority Members should be drawn from the membership of the Policy Committee and are appointed by the Fire Authority.~~

RESPONSIBILITIES

3.78 To identify, assess and monitor corporate risks and ensure they are managed in line with the Corporate Risk Management Framework. This group has a critical ‘check and challenge’ role to ensure that identified risks are based on sound risk information and are adequately evaluated. The corporate risks recorded within the Service’s Risk Management database will be used to determine the Authority’s levels of balances and reserves.

3.79 To review any high priority Internal Audit recommendations in the context of risk to the organisation and assess specific risks that may be escalated from Heads of Department or the Policy Approval Group

3.80 To undertake annual reviews of the Service Crisis Management Plan

List of Plans, Strategies and Policies associated with Members’ Decision Making Bodies

Fire Authority	
Key Plans	Integrated Risk Management Plan
	Five Year Strategy
	Medium Term Financial Plan
	External Audit Plan
	Crisis Management Plan
Key Strategies:	Member Development Strategy (and Programme)
	Treasury Management Strategy

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Key Policies:	Heritage Policy
	Unwanted Fire Signals Policy

Policy Committee	
Significant Plans:	
Significant Strategies:	Asset Management Strategy
	Children and Young People Strategy
	CFP Business Liaison Strategy
	Consultation and Engagement Strategy
	Corporate Communications Strategy
	Corporate Equalities and Inclusion Strategy
	Internal Audit Strategy
	Partnership Policy
	Risk Management Strategy
Significant Policies:	Adult Safeguarding Policy
	Health and Safety Management Policy
	ICT and Information Security Policy
	Pay and Recognition Policy
	Pension Abatement and Re-employment Policy
	Re-organisation and Redeployment Policy
	Retirement Policy
	Sprinkler Policy

Responsibilities of Performance and Overview Committee

Add to list of responsibilities:

Acts as Closure of Accounts Committee