

## **RESPONSIBILITIES OF THE FIRE AUTHORITY**

- 1.1 Makes all Member decisions that are not delegated to other Member Decision-Making Bodies.
- 1.2 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
- 1.3 Approves key/significant plans (and considers associated documentation, e.g. annual reports).
- 1.4 Approves key/significant strategies (and considers associated documentation, e.g. annual reports).
- 1.5 Approves key/significant policies (and considers associated documentation, e.g. annual reports).
- 1.6 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.
- 1.7 Adopts the Members' Codes of Conduct.
- 1.8 Approves the Members' Allowances Scheme.
- 1.9 Considers and determines any matters referred to it by any of the Members' decision-making bodies.
- 1.10 Receives key external reports and determines appropriate actions e.g. Operational Assessment and HMICFRS.
- 1.11 Appoints the Chief Fire Officer and Chief Executive.
- 1.12 Approves the creation of any new post with a salary package in excess of £100,000 such decisions involving a vote at a meeting of the Fire Authority.
- 1.13 Agrees overall Scheme of Delegation.
- 1.14 Agrees any transfer of functions and/or powers and/or major changes to service delivery (including the establishment of a trading company etc.).
- 1.15 Settles responses to key consultations.
- 1.16 Agrees to buy or sell land and/or buildings.
- 1.17 Agrees to enter into key and/or long-term contractual commitments.

- 1.18 Approves statutory statements e.g. Annual Pay Policy Statement.
- 1.19 Approves annual report.
- 1.20 Considers External Audit Findings and Value for Money Conclusion report (including approval of Audit Arrangements and Fees).
- 1.21 Approves the Constitution and any amendments to it.
- 1.22 Acts as duty holder for matters relating to health and safety.
- 1.23 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.**

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

<b>Fire Authority</b>	
<b>Key Plans</b>	Integrated Risk Management Plan
	Medium Term Financial Plan
	External Audit Plan
	Crisis Management Plan
<b>Key Strategies:</b>	Five Year Strategy
	Member Development Strategy (and Programme)
	Treasury Management Strategy
	People Strategy
<b>Key Policies:</b>	Heritage Policy
	Unwanted Fire Signals Policy
<b>Significant Plans:</b>	
<b>Significant Strategies:</b>	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
	Risk Management Strategy
<b>Significant Policies:</b>	Adult Safeguarding Policy
	Health and Safety Management Policy
	ICT and Information Security Policy
	Partnership Policy
	Pay and Recognition Policy
	Pension Abatement and Re-employment Policy
	Re-organisation and Redeployment Policy
	Retirement Policy
	Sprinkler Policy
	Pay Policy Statement