

COMMITTEES, BOARDS AND GROUPS

RESPONSIBILITIES OF PERFORMANCE AND OVERVIEW COMMITTEE

The Performance and Overview Committee:

- 1.1 Assists the Authority in the development, review and monitoring of plans (e.g. Integrated Risk Management Plan), strategies and policies (e.g. Health and Safety Management Policy, receiving the Annual Health and Safety report), making recommendations and offering advice, as appropriate.
- 1.2 Monitors performance (financial and non-financial) with a view to securing efficiency, effectiveness and value for money, making recommendations and offering advice, as appropriate.
- 1.3 Reviews the implementation of decisions by the Authority, making recommendations and offering advice, as appropriate.
- 1.4 Monitors delivery of the Authority's programmes and projects, making recommendations and offering advice, as appropriate.
- 1.5 Monitors arrangements with third parties, e.g. partners and contractors, making recommendations and offering advice, as appropriate.
- 1.6 Refers matters to the Authority for consideration/determination when it believes that matters should be brought to its/their attention.
- 1.7 Act as Closure of Accounts Committee.
- 1.8 In order to fulfil these responsibilities the Committee may establish task and finish groups if specific issues require in-depth examination.
- 1.9 The Committee may request officers and/or Members to attend a meeting to provide information and answer questions about a matter that is before the Committee.

RESPONSIBILITIES OF GOVERNANCE AND CONSTITUTION COMMITTEE

The Governance and Constitution Committee:

- 1.10 Discharges the requirements of Chapter 7 of Localism Act 2011.
- 1.11 Assists the Fire Authority in the promotion and maintenance of high standards.
- 1.12 Recommends the Members' Code of Conduct to the Fire Authority (and updates/amendments).
- 1.13 Secures applications for the role of Independent Person and make recommendations to the Fire Authority.
- 1.14 Manages the relationship with the Independent Persons.
- 1.15 Considers requests for dispensations and grant them (where appropriate).
- 1.16 Ensures delivery of training for Members on standards issues.
- 1.17 Issues advice to Members on standards issues.
- 1.18 Approves the format of the register of Members' interests and monitor completion.
- 1.19 Agrees arrangements for investigation and decision-making in relation to allegations of breaches of the Members' code of conduct.
- 1.20 Monitors Member attendance and recommend action to the Fire Authority.
- 1.21 Arranges for the review of Members' allowances and recommend to the Fire Authority.
- 1.22 Secures appropriate corporate governance arrangements and monitor them.
- 1.23 Monitors compliments and complaints (including ombudsman matters).
- 1.24 Reviews Fire Authority's constitution and make recommendations to Fire Authority.
- 1.25 Provides support to the Monitoring Officer and Section 151 Officer (Local Government Act 1972).
- 1.26 Considers and act upon developments related to standards in its broadest sense.
- 1.27 Agrees any indemnity afforded to Members and/or officers.
- 1.28 Settles the terms of any Member/officer protocol.
- 1.29 Monitors the effectiveness of Member/officer relationships.

- 1.30 Considers matters referred by Performance and Overview Committee.
- 1.31 Determines the Authority's approach to the transparency agenda and monitor compliance with information-related legislative requirements.

RESPONSIBILITIES OF MEMBERS' CODE OF CONDUCT SUB-COMMITTEE

MEMBERSHIP

- 1.32 The Sub-Committee will consist of three Members drawn from the Governance and Constitution Committee.
- 1.33 It will fulfil the role(s) identified in the Fire Authority's Procedure for Dealing with Complaints about a Breach of the Members' Code of Conduct.

RESPONSIBILITIES OF AUDIT COMMITTEE

- 1.34 To monitor the adequacy and effectiveness of the external audit of the Authority's services and functions and to: -
- i. Approve the nature and scope of the external audit of the Authority's services and functions;
 - ii. Consider external audit reports;
 - iii. Monitor the Authority's response to the external auditor's findings and the implementation of external audit recommendations.
- 1.35 To monitor the adequacy and effectiveness of the internal audit arrangements and to: -
- i. Approve the annual Internal Audit Plan;
 - ii. Monitor progress against the Plan through the receipt of periodic progress reports and an annual Internal Audit Report;
 - iii. Consider any internal audit that provides less than substantial assurance and/or includes any high or critical risk ratings;
 - iv. Monitor the response to Internal Audit Reports and the implementation of recommendations.

RESPONSIBILITIES OF ESTATES AND PROPERTY COMMITTEE

- 1.36 To ensure that the Fire Authority's property management arrangements are appropriate, providing guidance to officers as necessary.
- 1.37 To provide guidance to officers and the Fire Authority in relation to property transactions.
- 1.38 To provide guidance to officers and the Fire Authority in relation to the sharing of its sites/premises with third parties.
- 1.39 To assist in the co-ordination of and agreeing the prioritisation of property-related projects/programmes.

- 1.40 To assist in the co-ordination of and agreeing the prioritisation of environmental projects/programmes and supporting officers and the Fire Authority in the delivery of matters that further the Authority's Environmental Strategy.
- 1.41 To engage in key procurement issues as necessary.
- 1.42 To oversee the arrangements for Safety Central.

RESPONSIBILITIES OF JOINT CONSULTATIVE COMMITTEE (JCC)

- 1.43 To apply due consideration to an issue when there has been a failure to agree, with a view to determining an outcome.

RESPONSIBILITIES OF BRIGADE MANAGERS' PAY & PERFORMANCE COMMITTEE

- 1.44 To determine and undertake the appointment process for the posts of Chief Fire Officer and Chief Executive, Deputy Chief Fire Officer and Assistant Chief Fire Officer.
- 1.45 To appraise the Chief Fire Officer and Chief Executive.
- 1.46 To determine the remuneration of the Chief Fire Officer and Chief Executive.
- 1.47 To appoint to the roles of Deputy Chief Fire Officer and Assistant Chief Fire Officer.
- 1.48 To review the appraisal of the Deputy Chief Fire Officer and Assistant Chief Fire Officer.
- 1.49 To determine (in accordance with the relevant policies and procedures) HR/IR matters concerning/affecting the Chief Fire Officer and Chief Executive, Deputy Chief Fire Officer and Assistant Chief Fire Officer

RESPONSIBILITIES OF STAFFING COMMITTEE

- 1.50 To appoint Area Managers and roles of equivalent standing.
- 1.51 To determine HR/IR matters (not delegated to officers or handled by JCC).
- 1.52 To determine pension matters.
- 1.53 To oversee key staff engagement and staff-related transformation activities.
- 1.54 To oversee discipline, grievance, employment claims etc.
- 1.55 To oversee relationships with representative bodies.

- 1.56 To approve the re-engagement of staff who have been retired or made redundant (excluding on call).
- 1.57 To approve policies concerned with human resources, industrial relations and pensions.

RESPONSIBILITIES OF BUSINESS CONTINUITY COMMITTEE

RESPONSIBILITIES

- 1.58 To introduce, monitor and review contingency planning arrangements in the event of disruptions to the delivery of the service.
- 1.59 To provide guidance on issues arising in relation to business continuity events.

MEMBER TRAINING AND DEVELOPMENT GROUP

RESPONSIBILITIES

- 1.60 To advise on the development, monitoring and evaluation of a Member Training and Development Programme to ensure that Members' training needs are being met.
- 1.61 To develop, monitor and review the Member Development Strategy and ensure that the Member Development Programme is developed in line with the strategy and to meet individual Member development needs.

RISK MANAGEMENT BOARD

RESPONSIBILITIES

- 1.62 To identify, assess and monitor corporate risks and ensure they are managed in line with the 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 strategic risks recorded within the Service's Risk Management database will be used to determine the Authority's levels of balances and reserves.
- 1.63 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 Service Management
- 1.64 To undertake annual reviews of the Service Crisis Management Plan.

PHOENIX BOXING CLUB BOARD

RESPONSIBILITIES

- 1.65 The main role of the Governance Board is to make decisions regarding the facilities and to promote and support the club.
- 1.66 The Board will hold at least two general meetings a year.

HEALTHY HEART RUNCORN TRAINING GYM BOARD

RESPONSIBILITIES

- 1.67 The main role of the Governance Board is to make decisions regarding the facilities and to promote and support the club.