

## **FIRE AUTHORITY**

### **RESPONSIBILITIES**

- 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 consultations.
- 3.15 Agrees to buy or sell land and/or buildings.
- 3.16 Agrees to enter into key/significant and/or long-term contractual commitments.
- 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.**

**A LIST OF KEY PLANS, STRATEGIES AND POLICIES THAT ARE THE RESPONSIBILITY OF THE AUTHORITY IS HELD BY THE DIRECTOR OF GOVERNANCE AND COMMISSIONING.**

**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
<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