

PERFORMANCE AND OVERVIEW COMMITTEE

RESPONSIBILITIES

The Performance and Overview Committee:

- 3.23 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.
- 3.24 Monitors performance (financial and non-financial) with a view to securing efficiency, effectiveness and value for money, making recommendations and offering advice, as appropriate.
- 3.25 Reviews the implementation of decisions by the Authority, making recommendations and offering advice, as appropriate.
- 3.26 Monitors delivery of the Authority's programmes and projects, making recommendations and offering advice, as appropriate.
- 3.27 Monitors progress against the internal audit plan and recommendations from internal audits, making recommendations and offering advice, as appropriate.
- 3.28 Monitors arrangements with third parties, e.g. partners and contractors, making recommendations and offering advice, as appropriate.
- 3.29 Refers matters to the Authority for consideration/determination when it believes that matters should be brought to its/their attention.
- 3.30 Act as Closure of Accounts Committee.
- 3.31 In order to fulfil these responsibilities the Committee may establish task and finish groups if specific issues require in-depth examination.
- 3.32 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.

GOVERNANCE AND CONSTITUTION COMMITTEE

RESPONSIBILITIES

The Governance and Constitution Committee:

- 3.33 Discharges the requirements of Chapter 7 of Localism Act 2011.
- 3.34 Assists the Fire Authority in the promotion and maintenance of high standards.
- 3.35 Recommends the Members' Code of Conduct to the Fire Authority (and updates/amendments).
- 3.36 Secures applications for the role of Independent Person and make recommendations to the Fire Authority.
- 3.37 Manages the relationship with the Independent Persons.
- 3.38 Considers requests for dispensations and grant them (where appropriate).
- 3.39 Ensures delivery of training for Members on standards issues.
- 3.40 Issues advice to Members on standards issues.
- 3.41 Approves the format of the register of Members' interests and monitor completion.
- 3.42 Agrees arrangements for investigation and decision-making in relation to allegations of breaches of the Members' code of conduct.
- 3.43 Monitors Member attendance and recommend action to the Fire Authority.
- 3.44 Arranges for the review of Members' allowances and recommend to the Fire Authority.
- 3.45 Secures appropriate corporate governance arrangements and monitor them.
- 3.46 Monitors compliments and complaints (including ombudsman matters).
- 3.47 Reviews Fire Authority's constitution and make recommendations to Fire Authority.
- 3.48 Provides support to the Monitoring Officer and Section 151 Officer (Local Government Act 1972).
- 3.49 Considers and act upon developments related to standards in its broadest sense.
- 3.50 Agrees any indemnity afforded to Members and/or officers.
- 3.51 Settles the terms of any Member/officer protocol.
- 3.52 Monitors the effectiveness of Member/officer relationships.

- 3.53 Considers matters referred by Performance and Overview Committee.
- 3.54 Settles the strategy for audit arrangements and carry out high level monitoring of the effectiveness of those arrangements.
- 3.55 Determines the Authority's approach to the transparency agenda and monitor compliance with information-related legislative requirements.

JOINT CONSULTATIVE COMMITTEE (JCC)

RESPONSIBILITIES

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

BRIGADE MANAGERS' PAY & PERFORMANCE COMMITTEE

RESPONSIBILITIES

- 3.57 To appraise the Brigade Manager, Chief Fire Officer and Chief Executive.
- 3.58 To review the pay of the Brigade Manager, Chief Fire Officer and Chief Executive (including any performance payment)
- 3.59 To review the appraisal of the Deputy Chief Fire Officer as "grandparent manager" and review their pay (including any performance payment).
- 3.60 To act as the employer for the local determination of any matters within the purview of the NJC for Brigade Managers of the Fire and Rescue Services Scheme of Conditions of Service ("the Gold Book") and any local variations to those conditions.
- 3.61 To act as the employer within the appointment process for any posts at Brigade Manager level within the Service.
- 3.62 In matters of discipline, capability, or grievance in relation to the Brigade Managers, to act as the hearing committee within the relevant procedure and as the appeal committee in relation to Area Managers (all conditions of service).

STAFFING COMMITTEE

RESPONSIBILITIES

- 3.63 To act as the employer within the appointments process for any posts at Area Manager level within the service (all conditions of service).
- 3.64 To determine matters related to pensions where Members are required to make a decision.
- 3.65 To determine matters referred to the Committee involving human resourcing (outside the remit of JCC).

RESPONSIBILITIES OF BUSINESS CONTINUITY COMMITTEE FUNCTIONS

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

MEMBER TRAINING AND DEVELOPMENT GROUP

RESPONSIBILITIES

- 3.68 To advise on the development, monitoring and evaluation of a Member Training and Development Programme to ensure that Members' training needs are being met.
- 3.69 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

- 3.71 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.
- 3.72 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.
- 3.73 To undertake annual reviews of the Service Crisis Management Plan.

PHOENIX BOXING CLUB BOARD

RESPONSIBILITIES

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

HEALTHY HEART RUNCORN TRAINING GYM BOARD

RESPONSIBILITIES

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

UNITARY PERFORMANCE MANAGEMENT GROUPS

RESPONSIBILITIES

- 3.79 The group is multi functional and is responsible for the effective delivery of the Service IRMP objectives in that Unitary Performance Area.
- 3.80 The boundary of each group's responsibilities coincides with the political and administrative boundaries of the Unitary Area in which it meets.
- 3.81 The meetings are an opportunity for local Members to scrutinise local officers on Service Performance and highlight issues of concern raised by the local community.
- 3.82 The Authority has provided a budget for each area to support Service and joint initiatives and is aimed at allowing the Unitary Performance Groups to address local safety concerns and issues. The decisions are made at local level within an agreed financial framework. These arrangements allow the Authority to provide opportunities for the democratic engagement where councillors can meet their constituents face to face and place councillors at the heart of well supported area and neighbourhood structures. It will also allow a greater degree of interaction for councillors and the public and closer scrutiny of Service activities.

PENSION BOARD – FIREFIGHTERS' PENSION SCHEMES **TERMS OF REFERENCE AND ASSOCIATED RULES**

RESPONSIBILITIES

- 3.83 The Pension Board will assist the Scheme Manager (the Fire Authority) to:
- (a) Secure compliance with:-
 - (i) The Firefighters' Pension Scheme (England) Regulations 2014 – which create the Firefighters' Pension Scheme 2015 (the 2015 Scheme)
 - (ii) Any other legislation relating to the governance and administration of the 2015 Scheme and any connected scheme, and
 - (iii) Any requirements imposed by the Pensions Regulator in relation to the 2015 Scheme and any connected scheme; and
 - (b) Ensure the effective and efficient governance and administration of the 2015 Scheme and any connected scheme.