

## **EXTRACT FROM SECTION 3 OF THE CONSTITUTION – MEMBERS’ DECISION-MAKING BODIES**

### **RESPONSIBILITIES OF 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 HMICFRS.
- 3.11 Appoints the Chief Fire Officer and Chief Executive.
- 3.12 Approves the creation of any new post with a salary package in excess of £100,000 such decision involving a vote at a meeting of the Fire Authority.
- 3.13 Agrees overall Scheme of Delegation.
- 3.14 Agrees any transfer of functions and/or powers and/or major changes to service delivery (including the establishment of a trading company etc.).
- 3.15 Settles responses to key consultations.
- 3.16 Agrees to buy or sell land and/or buildings.

- 3.17 Agrees to enter into key and/or long-term contractual commitments.
- 3.18 Approves statutory statements e.g. Annual Pay Policy Statement.
- 3.19 Approves annual report.
- 3.20 Considers External Audit Findings and Value for Money Conclusion report (including approval of Audit Arrangements and Fees).
- 3.21 Approves the Constitution and any amendments to it.
- 3.22 Acts as duty holder for matters relating to health and safety.
- 3.23 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.**

## **RESPONSIBILITIES OF BRIGADE MANAGERS' PAY & PERFORMANCE COMMITTEE**

- 3.24 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.**
- 3.25 To appraise the Chief Fire Officer and Chief Executive.
- 3.26 To determine the remuneration of the Chief Fire Officer and Chief Executive.
- 3.27 To **appoint a Deputy Chief Fire Officer and an Assistant Chief Fire Officer.**
- 3.28 To review the appraisal of a Deputy Chief Fire Officer and an **Assistant Chief Fire Officer.**
- 3.29 To determine the remuneration of a Deputy Chief Fire Officer **and an Assistant Chief Fire Officer.**
- 3.30 To determine (in accordance with the relevant policies and procedures) HR/IR matters concerning/affecting a Chief Fire Officer and Chief Executive, Deputy Chief Fire Officer **and Assistant Chief Fire Officer.**