

POLICY COMMITTEE

RESPONSIBILITIES

The Policy Committee

- 3.22 advises the Fire Authority in relation to key decisions
- 3.23 advises the Fire Authority on developing key plans, strategies and policies
- 3.24 approves responses to significant consultations
- 3.25 acts as a Closure of Accounts Committee;
- 3.26 approves significant policies (and considers associated documentation, e.g. Annual Reports)
- 3.27 approves significant plans (and considers associated documentation, e.g. Annual Reports)
- 3.28 approves significant strategies (and considers associated document, e.g. Annual Reports)
- 3.29 takes the leading role in respect of risk management (with the support of the Risk Management Board)
- 3.30 refers matters to the Fire Authority or any of the other Members' Decision-Making Bodies as appropriate

A LIST OF SIGNIFICANT PLANS, STRATEGIES AND POLICIES THAT ARE THE RESPONSIBILITY OF THIS COMMITTEE IS HELD BY THE HEAD OF LEGAL AND DEMOCRATIC SERVICES.

List of Plans, Strategies and Policies attributed to the Fire Authority and Policy Committee

Fire Authority	
Key Plans	Integrated Risk Management Plan
	Five Year Strategy
	Medium Term Financial Plan
	External Audit Plan
	Crisis Management Plan
Key Strategies:	Member Development Strategy (and Programme)
	Treasury Management Strategy
Key Policies:	Heritage Policy
	Unwanted Fire Signals Policy

Policy Committee	
Significant Plans:	
Significant Strategies:	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
	Partnership Policy
	Risk Management Strategy
Significant Policies:	Adult Safeguarding Policy
	Health and Safety Management Policy
	ICT and Information Security Policy
	Pay and Recognition Policy
	Pension Abatement and Re-employment Policy
	Retirement Policy
	Re-organisation and Redeployment Policy
	Sprinkler Policy

PERFORMANCE & OVERVIEW COMMITTEE

RESPONSIBILITIES

The Performance and Overview Committee:

- 3.31 Assists the Authority (and Policy Committee) 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.
- 3.32 Monitors performance (financial and non-financial) with a view to securing efficiency, effectiveness and value for money, making recommendations and offering advice, as appropriate.
- 3.33 Reviews the implementation of decisions by the Authority (and Policy Committee), making recommendations and offering advice, as appropriate.
- 3.34 Monitors delivery of the Authority's programmes and projects, making recommendations and offering advice, as appropriate.
- 3.35 Monitors progress against the internal audit plan and recommendations from internal audits, making recommendations and offering advice, as appropriate.
- 3.36 Monitors arrangements with third parties, e.g. partners and contractors, making recommendations and offering advice, as appropriate.
- 3.37 Refers matters to the Authority (and/or Policy Committee) for consideration/determination when it believes that matters should be brought to its/their attention.

In order to fulfil these responsibilities the Committee may establish task and finish groups if specific issues require in-depth examination.

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:

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

- 3.56 Settles the terms of any Member/officer protocol
- 3.57 Monitors the effectiveness of Member/officer relationships
- 3.58 Considers matters referred by Policy Committee, or Performance and Overview Committee
- 3.59 Settles the strategy for audit arrangements and carry out high level monitoring of the effectiveness of those arrangements
- 3.60 Determines the Authority's approach to the transparency agenda and monitor compliance with information-related legislative requirements

BRIGADE MANAGER'S PAY & PERFORMANCE COMMITTEE

RESPONSIBILITIES

- 3.62 To appraise the Brigade Manager, Chief Fire Officer.
- 3.63 To review the pay of the Brigade Manager, Chief Fire Officer (including any performance payment)
- 3.64 To review the appraisals of the Deputy Chief Fire Officer and Assistant Chief Fire Officer as "grandparent manager" and review their pay (including any performance payment).
- 3.65 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.
- 3.66 To act as the employer within the appointment process for any posts at Brigade Manager level within the Service.
- 3.67 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

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

JOINT CONSULTATIVE COMMITTEE (JCC)

RESPONSIBILITIES

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

MEMBER TRAINING & DEVELOPMENT GROUP

RESPONSIBILITIES

- 3.74 To advise on the development, monitoring and evaluation of a Member Training and Development Programme to ensure that Members' training needs are being met.
- 3.75 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

- 3.78 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.
- 3.79 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
- 3.80 To undertake annual reviews of the Service Crisis Management Plan

PHOENIX BOXING CLUB BOARD

RESPONSIBILITIES

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

HEALTHY HEART RUNCORN TRAINING GYM BOARD

RESPONSIBILITIES

- 3.85 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

- 3.88 The group is multi functional and is responsible for the effective delivery of the Service IRMP objectives in that Unitary Performance Area.
- 3.89 The boundary of each group's responsibilities coincides with the political and administrative boundaries of the Unitary area in which it meets.
- 3.90 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.
- 3.91 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.

SAFETY CENTRE MEMBERS SOUNDING BOARD

ROLE

The primary role of the Safety Centre Members' Sounding Board is to provide a mechanism for dialogue between a representative group of Cheshire Fire Authority members and officers delivering Cheshire Fire and Rescue Service's Safety Centre.

Note: This role was agreed by the Sounding Board.

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

RESPONSIBILITIES

- 3.92 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.