

RESPONSIBILITIES OF THE FIRE AUTHORITY

- 1.1 Makes all Member decisions that are not delegated to other Member Decision-Making Bodies.
- 1.2 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
- 1.3 Approves key/significant plans (and considers associated documentation, e.g. annual reports).
- 1.4 Approves key/significant strategies (and considers associated documentation, e.g. annual reports).
- 1.5 Approves key/significant policies (and considers associated documentation, e.g. annual reports).
- 1.6 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.
- 1.7 Adopts the Members' Codes of Conduct.
- 1.8 Approves the Members' Allowances Scheme.
- 1.9 Considers and determines any matters referred to it by any of the Members' decision-making bodies.
- 1.10 Receives key external reports and determines appropriate actions e.g. Operational Assessment and HMICFRS.
- 1.11 Appoints the Chief Fire Officer and Chief Executive.
- 1.12 Approves the creation of any new post with a salary package in excess of £100,000 such decisions involving a vote at a meeting of the Fire Authority.
- 1.13 Agrees overall Scheme of Delegation.
- 1.14 Agrees any transfer of functions and/or powers and/or major changes to service delivery (including the establishment of a trading company etc.).
- 1.15 Settles responses to key consultations.
- 1.16 Agrees to buy or sell land and/or buildings.
- 1.17 Agrees to enter into key and/or long-term contractual commitments.

- 1.18 Approves statutory statements e.g. Annual Pay Policy Statement.
- 1.19 Approves annual report.
- 1.20 Considers External Audit Findings and Value for Money Conclusion report (including approval of Audit Arrangements and Fees).
- 1.21 Approves the Constitution and any amendments to it.
- 1.22 Acts as duty holder for matters relating to health and safety.
- 1.23 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.

List of Plans, Strategies and Policies associated with Members' Decision Making Bodies

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