



**CAMBRIDGESHIRE
& PETERBOROUGH
FIRE AUTHORITY**
Working together to improve community safety

TERMS OF REFERENCE

Version History

| Version | Date | Comments |
|---------|---------------|-------------------------------|
| 1 | June 2006 | |
| 2 | October 2006 | Change in Committee structure |
| 3 | April 2007 | Change in Committee structure |
| 4 | May 2009 | Change in Committee structure |
| 5 | July 2012 | Change in Committee structure |
| 6 | October 2015 | Change in Committee structure |
| 7 | November 2021 | |

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1. FIRE AUTHORITY

1.1 The Fire Authority is responsible for **deciding**;

1.1.1 the Authority's strategic objectives and priorities,

1.1.2 the Authority's main service planning policies, including the Integrated Risk Management Plan (IRMP),

1.1.3 the Authority's annual budget and precept,

1.1.4 the Members' Allowances Scheme,

1.1.5 the Members' Code of Conduct,

1.1.6 the Protocol on Member/Officer Relations,

1.1.7 the Scheme of Delegation to Officers,

1.1.8 the terms of reference and composition of Committees,

1.1.9 the Authority's Standing Orders as to Meetings,

1.1.10 any significant delegation of functions to or from other organisations,

1.1.11 any other matters which by law are reserved to the Authority or which are referred to the Authority for determination,

1.1.12 any other matters of strategic importance referred to it by the Monitoring Officer and/or Chief Fire Officer/Chief Executive Officer.

1.2 The Fire Authority is responsible for **appointing**;

1.2.1 the Chair and Vice-Chair of the Authority,

1.2.2 representatives of the Authority on outside organisations,

1.2.3 members to the Authority's Committees,

1.2.4 the Chief Fire Officer/Chief Executive Officer,

1.2.5 ratification of the appointments of Deputy Chief Executive Officer and Assistant Chief Fire Officer,

1.2.6 Treasurer to the Fire Authority,

- 1.2.7 Monitoring Officer to the Authority.
- 1.3 The Fire Authority will **receive**;
 - 1.3.1 reports for information, scrutiny or decision making from the Authority's Policy and Resources Committee and Overview and Scrutiny Committee,
 - 1.3.2 any other matters which by law must be reported to the Authority or which are referred to the Authority for information.
- 1.4 The Fire Authority **Membership** is;
 - 1.4.1 Seventeen Members drawn from both constituent authorities.
- 1.5 Quorum is six Members provided that there is at least one Member from each constituent authority.

2. POLICY and RESOURCES COMMITTEE

- 2.1 The Policy and Resources Committee is authorised by the Fire Authority to monitor and make recommendations in relation to developing the Service priorities and objectives, Integrated Risk Management Plan (IRMP) and the Medium Term Financial Strategy.
- 2.2 The Committee monitors performance, budget and risk.
- 2.3 It has delegated responsibility for developing, monitoring and making recommendations to the Authority in respect of corporate services, strategy and policies related to the following areas;
 - 2.3.1 determine the Authority's ICT Strategy and consider matters relating to the Authority's use of IT,
 - 2.3.2 consider and make recommendations to the Authority on the Authority's annual budget and precept,
 - 2.3.3 consider and make recommendations to the Authority for the proposed Revenue and Capital Budgets, medium term financial plans, council tax levels and associated information prior to approval by the Authority,
 - 2.3.4 review and report on the quarterly and annual financial statements of the Authority to include consideration of any changes in budget allocations arising from changes in strategic policies and service plans,
 - 2.3.5 consider Treasury Management policy and strategy, determine the Authority's financial regulations and contract procedures review, approve and publish in accordance with the provisions of the Accounts and Audit Regulations 2012 (or

any statutory re-enactment) the Authority's annual Statement of Accounts, ensuring any accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority,

- 2.3.6 approve the Authority's Strategic Risk Register and associated actions to address identified risks and keep them under regular review,
- 2.3.7 monitor plans to develop and evaluate proposals for change of use, alteration, development or disposal of property and land assets,
- 2.3.8 ensure appropriate controls are in place to implement and monitor the Service's prioritisation process for capital expenditure on assets,
- 2.3.9 ensure appropriate controls are in place to manage the maintenance of assets and compliance with statutory obligations for example, asbestos regulations,
- 2.3.10 ensure an annual review of the Asset Management Plan and associated Capital Strategy,
- 2.3.11 determine the Authority's policies for the procurement of goods and services,
- 2.3.12 review and approve establishments and the organisational structure of the Authority,
- 2.3.13 consider and make recommendations to the Authority on policy and matters relating to the terms and conditions of all Authority employees,
- 2.3.14 monitor the implementation of the Workforce Development Strategy, any associated policies and procedures and the work of related forums,
- 2.3.15 consider and make recommendations to the Authority on the Equality and Inclusion Strategy and the annual Equality and Inclusion Compliance Report whilst monitoring progress of any associated action plans,
- 2.3.16 consider and determine all firefighter pension issues, receive and support staff pensions and the Local Pension Board,
- 2.3.17 determine the Authority's policies and contribution levels to partnership working with third parties, ensuring all such work is supported by legal agreement and framework,
- 2.3.18 monitor and evaluate any such partnership working to ensure compliance and added value for the residents of Cambridgeshire,

- 2.3.19 respond on behalf of the Authority to consultation papers relating to proposals which may impact on the Authority,
- 2.3.20 oversee the public relations and communications activities of the Authority,
- 2.3.21 oversee member induction, training and development,
- 2.3.22 review and monitor progress and performance in achieving strategic objectives (as set out in the Authority service priorities and IRMP), making recommendations to the Authority on measures to improve where necessary,
- 2.3.23 receive reports and make recommendations to the Authority on Operational Assessments and value for money reviews,
- 2.3.24 monitor and review business continuity planning and ensure resilience of services provided by the Authority,
- 2.3.25 receive the Minutes of the Overview and Scrutiny Committee and consider matters arising from those Minutes,
- 2.3.26 consider and if appropriate determine any other matters which may be referred to the Committee by the Authority or any of its committees,
- 2.3.27 convene any working parties or task and finish groups as may be appropriate to assist in fulfilling the duties of the Committee.
- 2.4 The Policy and Resources Committee **Membership** is;
- 2.4.1 Nine Members none of which shall be members of the Overview and Scrutiny Committee.
- 2.5 Quorum is three Members.

3. OVERVIEW and SCRUTINY COMMITTEE

- 3.1 The Overview and Scrutiny Committee reviews and scrutinises strategic decisions, policies and processes, and considers matters of internal and external audit, governance, anti fraud and corruption, the annual Statement of Accounts and related treasury management matters and risk management.
- 3.2 It is also responsible for the scrutiny of performance and challenging the Authority when carrying out the responsibilities referred to below through an agreed annual work programme of Member-led reviews.
- 3.3 The Committee has delegated responsibility to;

- 3.3.1 determine the scope and depth of the annual internal and external audit plans and the internal audit strategy, ensuring they give value for money,
- 3.3.2 review the annual internal and external audit reports, consider and make recommendations to the Authority on any action plans arising from them including a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Authority's corporate governance arrangements,
- 3.3.3 review and approve the Authority's Statement of Assurance,
- 3.3.4 review the Annual Governance Statement prior to its approval by the Authority,
- 3.3.5 review corporate governance arrangements and report to the Authority any significant issues,
- 3.3.6 consider and make recommendations to the Authority on reports dealing with the management and performance of the providers of internal audit services,
- 3.3.7 consider specific reports, as agreed with the Treasurer, Internal Audit, Monitoring Officer, Chief Fire Officer/Chief Executive Officer or external audit and to make decisions as appropriate,
- 3.3.8 oversee investigations arising out of fraud and corruption allegations,
- 3.3.9 determine insurance matters not delegated to Officers or another Committee,
- 3.3.10 consider and determine, as appropriate, such other matters as are required in legislation or guidance to be within the proper remit of this Committee,
- 3.3.11 review any issue referred to it by the Chief Fire Officer/Chief Executive Officer, Treasurer, Section 121 Officer and Monitoring Officer,
- 3.3.12 monitor the Authority's policies on raising concerns at work and the anti-fraud and anti-corruption strategy and the Authority's complaints process,
- 3.3.13 consider the Authority's arrangements for compliance with its own and other published standards and controls for corporate governance and agreeing necessary actions to ensure compliance with best practice,
- 3.3.14 agree a programme of Member-led reviews on any operational or strategic matter to ensure delivery of value for money compliant with best practice,
- 3.3.15 monitor and review the Authority's Strategic Risk Register and ensure that appropriate controls are being implemented to mitigate the risks identified,

- 3.3.16 receive regular reports from the Business Development Programme Board and monitor the delivery of key projects and programmes,
- 3.3.17 monitor the Authority's performance against its targets and those contained in the Integrated Risk Management Plan (IRMP),
- 3.3.18 develop arrangements for the scrutiny of the Authority's policies and services with a view to improving efficiency, effectiveness or economy,
- 3.3.19 convene any working parties or task and finish groups as may be appropriate to assist in fulfilling the duties of the Committee.

3.4 The Overview and Scrutiny Committee **Membership** is;

- 3.4.1 Eight Members none of which shall be members of the Policy and Resources Committee.

3.5 Quorum is three Members.

4. Hearings Panel (Sub Committee of the Overview and Scrutiny Committee)

4.1 The Hearings Panel has the following **functions**;

- 4.1.1 when matters are referred by the Monitoring Officer, to (i) grant dispensations to Members and co-opted Members allowing them to participate in the debate and/or vote on any matter in which they have a disclosable pecuniary interest (ii) on matters being referred by the Monitoring Officer to decide whether complaints concerning Members should be investigated,
- 4.1.2 to hear complaints that have been referred to them by the Monitoring Officer alleging breaches of the Members' Code of Conduct and to determine appropriate sanctions or actions where a breach is found.

4.2 The Hearings Panel is to consist of three Members of the Overview and Scrutiny Committee.

4.3 Quorum is all three Members.

4.4 Members shall receive appropriate training on Code of Conduct investigations, breaches and sanctions prior to sitting as a Hearings Panel.

5. PERFORMANCE REVIEW COMMITTEE

- 5.1 The Performance Review Committee will conduct the quarterly performance review of the Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer and Assistant Chief Fire Officer and determine, where appropriate, the salaries of said posts.

5.2 The Performance Review Committee Membership is three Members (Chair, Vice-Chair and Leader of main political party).

5.3 Quorum is all three Members.

6. APPOINTMENTS COMMITTEE

6.1 The Appointments Committee will determine arrangements for recruitment to the post of Chief Fire Officer/Chief Executive Officer and make a recommendation of appointment to the Authority for final approval.

6.2 The Appointments Committee **Membership** is seven Members to include Chair, Vice-Chair and five others provided that at least one member is from each constituent authority.

6.3 Quorum is three Members.

7. FIRE AUTHORITY DISCIPLINARY and GRIEVANCE COMMITTEE

7.1 The Fire Authority Disciplinary and Grievance Committee will hear and determine;

7.1.1 allegations of misconduct against the Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer or Assistant Chief Fire Officer,

7.1.2 grievances of the Chief Fire Officer/Chief Executive Officer, Deputy Chief Executive Officer or Assistant Chief Fire Officer.

7.2 The Fire Authority Disciplinary and Grievance Committee **Membership** is three Members.

7.3 No member of the Disciplinary and Grievance Committee shall sit on the Fire Authority Appeals Committee.

7.4 Members shall receive appropriate training prior to sitting as a Disciplinary and Grievance Committee.

7.5 Quorum is all three Members.

8. FIRE AUTHORITY APPEALS COMMITTEE

8.1 The Fire Authority Appeals Committee will hear and determine appeals from decisions made by the Fire Authority Disciplinary and Grievance Committee.

8.2 The Fire Authority Appeals Committee **Membership** is three Members.

- 8.3 No member of the Appeals Committee shall sit on the Disciplinary and Grievance Committee.
- 8.4 Members shall receive appropriate training prior to sitting as an Appeals Committee.
- 8.5 Quorum is all three Members.

9. APPEALS (PENSIONS) COMMITTEE

- 9.1 The Appeals (Pensions) Committee will consider and determine Stage 2 disputes in line with the requirements of the Pensions Acts.
- 9.2 The Appeals (Pensions) Committee **Membership** is three Members.
- 9.3 Members shall receive appropriate training on pensions issues prior to sitting as an Appeals (Pensions) Committee.
- 9.4 Quorum is all three Members.

10. JOINT CONSULTATIVE COMMITTEE (JCC)

- 10.1 The aims of this non-executive Committee are;
 - 10.1.1 to be a consultative body rather than a forum for negotiation,
 - 10.1.2 to allow dialogue on issues and concerns by members, the recognised unions or the Chief Fire Officer/Chief Executive Officer as they emerge,
 - 10.1.3 to identify common interests and ways of promoting them within the fire service.
- 10.2 Other procedural arrangements for this Committee are as follows;
 - 10.2.1 proposed agenda items to be submitted to the Monitoring Officer at least two weeks before the date of the meeting,
 - 10.2.2 agenda items shall not include items which are dealt with by established negotiating and consultative processes,
 - 10.2.3 the Committee is not a decision making forum but will receive reports, guide discussions and make recommendations as appropriate,
 - 10.2.4 minutes of meetings will be agreed with the Chair and Vice-Chair and circulated to all JCC members, members of the Fire Authority and placed on the intranet/website,

- 10.2.5 any member of the Committee may invite advisers to assist with specific items on the agenda.
- 10.3 The Joint Consultative Committee **Membership** is five Fire Authority Members, two trade union/association representatives (FBU, FRSA, Unison) and Senior Officers.
- 10.4 Quorum is two Fire Authority Members, two trade union/association representatives who represent two separate trade unions/associations and one Senior Officer.
- 10.5 The Chair and Vice-Chair of the JCC shall be members of the Fire Authority.
- 10.6 Meetings to be held up to six times a year.

11. FIRE AUTHORITY SEMINARS

- 11.1 Fire Authority seminars will be held on an as and when required basis to ensure members have an opportunity to discuss and debate any matter referred for consideration by the Chief Officer Group and/or Chair of the Authority to include but not limited to Authority agenda items, matters of national and local importance, consultations and policy development.