

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	AUDIT AND GOVERNANCE COMMITTEE
DATE OF MEETING	31 MARCH 2021
SUBJECT	AMENDED FIRE AUTHORITY TERMS OF REFERENCE
LEAD OFFICER	KATIE MILLS, DIRECTOR OF CORPORATE SERVICES
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	DECISION

1. EXECUTIVE SUMMARY

- 1.1 To recommend the amendment of the Fire Authority Terms of Reference to include the appointment of the Honorary Member Champions roles for Armed Forces and Equality, Diversity and Inclusion (EDI), Local Government Association (LGA) Fire Commission and appointment of representatives to the Thames Valley Fire Control Service Joint Committee.

2. RECOMMENDATION

- 2.1 **RECOMMEND** the amended Fire Authority Terms of Reference (Appendix A) to the Fire Authority for approval.

3. REPORT

- 3.1 At the Fire Authority meeting held on 16 November 2020, the Authority requested that officers consider how the roles of Armed Forces Champion and Equality, Diversity and Inclusion (EDI) Champion could be formalised in the Authority's Constitution.
- 3.2 The Armed Forces role was established following Royal Berkshire Fire Authority (RBFA) and Royal Berkshire Fire and Rescue Services' (RBFRS) commitment to the Armed Forces Covenant on 27 February 2018, and the EDI role developed shortly after the newly formed RBFRS EDI Forum in 2017.

- 3.3 These important Honorary Member Champion Roles have been included in the list of appointments to be made by Fire Authority as part of its Terms of Reference. The appointments will be made on an annual basis at the first meeting of Fire Authority in the Municipal Year. These roles will not be eligible for a Special Responsibility Allowance, in accordance with the Members' Scheme of Allowances.
- 3.4 When reviewing the Terms of Reference, the opportunity has also been taken to reflect the other appointments made by Fire Authority to outside bodies at its annual meeting. The role of Local Government Association representative (and substitute) has been a long-standing appointment made on an annual basis. These appointments do not attract a Special Responsibility Allowance.
- 3.5 Further to this, the Authority annually appoints representatives to sit on the Thames Valley Fire Control Service Joint Committee. These appointments have also been reflected in Appendix A. The appointments do not attract a Special Responsibility Allowance except for when Royal Berkshire Fire Authority chairs the Joint Committee, which is reflected in the Scheme of Allowances.
- 3.6 The amendments to the Fire Authority Terms of Reference do not have any impact on the Members' Scheme of Allowances and reflect existing custom and practice.
- 3.7 In preparation for the annual meeting in June, the Member Role Descriptions will be updated to include these roles and presented to Fire Authority for approval.
- 3.8 Lastly, a minor amendment has been made to point (h) in the Terms of Reference regarding appointments or dismissals. This is a point of clarification in the language used only and does not change any responsibilities of the Fire Authority.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda, whilst delivering our core functions.
- 4.2 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.
- 4.3 Commitment 6 – We will work with Central Government and key stakeholders in the interests of the people of Royal Berkshire.

5. FINANCIAL IMPLICATIONS

- 5.1 There will be no financial implications as a result of this report.

6. LEGAL IMPLICATIONS

6.1 None identified.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 Formalising the appointment of the Honorary Armed Forces Champion and Equality, Diversity and Inclusion Champions, is reflective of the commitments made by the Fire Authority.

8. RISK IMPLICATIONS

8.1 No risk implications have been identified.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 Not applicable.

10. PRINCIPAL CONSULTATION

10.1 Statutory officers and the Senior Leadership Team have been consulted in the preparation of this report.

11. BACKGROUND PAPERS

11.1 Members' Scheme of Allowance.

12. APPENDICES

12.1 Appendix A – Fire Authority Terms of Reference.

13. CONTACT DETAILS

13.1 Fayth Rowe, Democratic Support Lead, 0118 938 4611