

FIRE AUTHORITY

Terms of Reference

April 2021



FIRE AUTHORITY TERMS OF REFERENCE

Membership

- CO1. The Authority shall have 20 Members and the quorum of a meeting of the Authority shall be 7¹ members.
- CO2. The appointment of the Chairman and Vice-Chairman shall be the first item of business at the initial meeting of the Municipal Year.

Functions of the Fire Authority

- CO3. The Authority shall exercise the following functions and responsibilities:
- a) To approve the Authority's Standing Orders; Scheme of Delegation to Officers; Contract Procedure Rules; Financial Regulations; and Terms of Reference for its Standing Committees including deciding upon their political composition and making appointments to them;
 - b) To appoint on an annual basis the Authority's Standing Committees, Lead Members, Member Champions, Honorary Member Champions and representatives to outside bodies in the following areas of responsibility:
 - i) Budget and Income Generation Lead Member
 - ii) Integrated Risk Management Plan Lead Member
 - iii) Strategic Assets Lead Member
 - iv) Collaboration Lead Member
 - v) Community Safety Champion
 - vi) Safety, Health, Fitness and Wellbeing Champion
 - vii) Organisational Development Champion
 - viii) Armed Forces Honorary Champion

¹ See SI: minimum of a third or such number as the Authority agrees. Therefore see SO13. Sept 2015

- ix) Equality, Diversity and Inclusion Honorary Champion
- x) Local Government Association Fire Commission Representative
- xi) Thames Valley Fire Control Service Joint Committee Representatives
- c) To approve a balanced revenue budget and adopt a Medium Term Financial plan for the Authority;
- d) To approve the Authority's Precept;
- e) To approve the Strategic Asset Investment Framework;
- f) To approve the Reserve Strategy;
- g) To approve the Authority's level of borrowing;
- h) To approve the Prudential Indicators in accordance with the Prudential Code;
- i) To approve the Treasury Investment Strategy;
- j) To appoint and revoke the appointment of any member or individual to:
 - i) Any office other than an office in which he or she is employed by the Authority; and
 - ii) Any other outside body, organisation or a joint committee of two or more authorities;
- g) To approve any proposed remuneration for any post in excess of £100,000 per year.
- h) To approve the **terms of** appointment or dismissal of the Chief Fire Officer or Chief Executive, Deputy to the Chief Fire Officer, Chief Finance Officer and Monitoring Officer;
- i) To approve the Authority's Code of Conduct for Members on recommendation from the Audit and Governance Committee;

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- j) To approve the name change of the fire and rescue service for the Authority's area from "Royal Berkshire Fire and Rescue Service";
 - k) To approve the Annual Pay Policy Statement and Scheme of Members' Allowances;
 - l) To approve, amend and adopt the Authority's Policy Direction / Strategic Commitments including (but not exclusively) the following areas of policy: -
 - i) Corporate Plan and Integrated Risk Management Plan (IRMP)
 - ii) Annual Plan
- CO4. To approve all other matters which, by law, must be reserved to the Fire Authority.

Committees

Total Number of Committee Places

- CO5. The total number of Standing Committees shall be two - 1) the Audit and Governance Committee of [9] members and 2) the Management Committee of [11] members - whose membership shall be mutually exclusive.

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- CO6. All other matters not listed in the Terms of Reference are delegated to the committees except where there is a requirement to submit a recommendation to the Fire Authority or another Committee. A committee may delegate matters within its Terms of Reference to a subcommittee and / or an officer as it deems appropriate.
- CO7. These Terms of Reference will be reviewed no later than every four years.

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