

# MANAGEMENT COMMITTEE

Terms of Reference

October 2022



## **MANAGEMENT COMMITTEE**

### Membership

- CO8. The Management Committee shall have 11 Members and the quorum shall be 4 Members.<sup>1</sup>
- CO9. The appointment of Chair and Vice-Chair shall be the first item of business at the initial meeting of the Municipal Year.

### Functions of Management Committee

- CO10. To discharge all of the functions and responsibilities of the Authority except in so far as such function and/or responsibility or any other matter:
- (a) has been expressly reserved as a decision of the Fire Authority or is reserved by law to the Fire Authority, or
  - (b) falls within the terms of reference and delegation of any other Committee, or under the Scheme of Delegation to Officers of the Authority.
- CO11. To nominate member representatives to attend conferences on behalf of the Authority.
- CO12. To determine and oversee the priority programmes specified below, and to determine future priority programmes as and when required:
- (a) Community Risk Management Plan (CRMP)
  - (b) Strategic Assets and Sustainability
  - (c) Budget
  - (d) Collaboration
- CO13. To approve contracts of the value of £1 million or more.

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112

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Approved by the Fire Authority on 4 October 2022 - document amended to gender neutral roles approved by the Fire Authority on 19 December 2022.

- CO14. To determine matters relating to pay and remuneration where required by collective agreements or legislation.
- CO15. To select on behalf of the Authority - the Chief Fire Officer or Chief Executive, and deputy to the Chief Fire Officer or Chief Executive, or equivalent, taking advice from suitable advisers and to make recommendations to the Authority as to the terms of appointment or dismissal.
- CO16. To consider and make recommendations to the Authority in respect of the appointment of a statutory finance officer and a statutory monitoring officer.
- CO17. To act as the Employers' Side of a negotiating and consultation forum for all matters relating to the employment contracts of the Chief Fire Officer and Chief Executive, deputy to the Chief Fire Officer and Chief Executive, or equivalent; and where relevant, employees contracted to "Gold Book" terms and conditions in whole or in part.
- CO18. To hear appeals if required to do so in accordance with the Authority's Policies.
- CO19. To determine policies, codes or guidance relating to grievance, disciplinary, conduct, capability, dismissals and appeals relating to Chief Fire Officer or Chief Executive and all other Principal Officers or Directors.

## Terms of Reference

- CO20. These Terms of Reference will be reviewed by the Authority at least every four years.

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<sup>i</sup> See SO113

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