

# FIRE AUTHORITY

Terms of Reference

June 2024



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

**JUNE 2024**

To be approved by the Fire Authority on 24 June 2024.

# **FIRE AUTHORITY TERMS OF REFERENCE**

## Membership

- CO1. The Authority shall have 20 Members and the quorum of a meeting of the Authority shall be 7<sup>1</sup> members.
- CO2. The appointment of the Chair and Vice-Chair 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 (to include Honorary Member Champion) and representatives to outside bodies in the following areas of responsibility:
    - i) Finance Lead Member
    - ii) Collaboration Lead Member
    - iii) Community Risk Management Plan Lead Member
    - iv) Equality, Diversity, Inclusion and Cultural development Lead Member
    - v) Strategic Assets and Sustainability Lead Member
    - vi) Community Safety Champion
    - vii) Armed Forces Honorary Champion
    - viii) Local Government Association Fire Commission Representative

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<sup>1</sup> See SI: minimum of a third or such number as the Authority agrees. Therefore see SO13. Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

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- ix) Thames Valley Fire Control Service Joint Committee Representative (s)
- 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.
- k) To approve any proposed remuneration for any post in excess of £100,000 per year.
- l) To approve the appointment or dismissal of the Chief Fire Officer or Chief Executive, Deputy Chief Fire Officer, Chief Finance Officer and Monitoring Officer.
- m) To approve the Authority's Code of Conduct for Members on recommendation from the Audit and Governance Committee.
- n) To approve the name change of the fire and rescue service for the Authority's area from "Royal Berkshire Fire and Rescue Service".
- o) To approve the Annual Pay Policy Statement and Scheme of Members' Allowances.

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- p) 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 Community Risk Management Plan (CRMP)
  - 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 three - 1) the Audit and Governance Committee of [9] members, 2) the Management Committee of [11] members and 3) the Thames Valley Fire Control Service (TVFCS) Joint Committee of [2] members - whose membership shall be mutually exclusive.

## Terms of Reference

- 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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