

Terms of Reference for Authority and Committees

Dorset & Wiltshire Fire and Rescue Authority

Main purpose

The main purpose of the Dorset & Wiltshire Fire and Rescue Authority (the Authority) is to oversee the policy and service delivery of the Dorset & Wiltshire Fire and Rescue Service (the Service). The Authority consists of elected members from each of the four constituent Authorities and collectively they ensure we support communities, local partners and comply with a range of statutory requirements and frameworks including:

- ◆ Civil Contingencies Act 2004
- ◆ Fire and Rescue Services Act 2004
- ◆ Fire and Rescue National Framework for England (May 2018)
- ◆ Health and Safety at Work Act 1974 and associated regulations
- ◆ Policing and Crime Act 2017
- ◆ Regulatory Reform (Fire Safety) Order 2005
- ◆ The Fire and Rescue Services ((Emergencies) (England) Order 2007)
- ◆ The Equality Act 2010
- ◆ Climate Change Act 2008
- ◆ Data Protection Legislation including:
 - Freedom of Information Act 2000
 - Data Protection Act 2018 and associated regulations

The Authority is the statutory body constituted in accordance with The Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 (Statutory Instrument No 435) The membership of the Authority was varied (with effect from 6 June 2018) by the Fire and Rescue Authority (Membership) Order 2017 (Statutory Instrument 1165).

The Authority has agreed to establish the following committees:

- ◆ Finance & Audit Committee
- ◆ Local Performance and Scrutiny Committee (x4)
- ◆ Appointments and Disputes Committee
- ◆ Appeals Committee

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The Authority has delegated a number of its functions to committees and to statutory officers, but the following have **not** been delegated:

1. Establish and maintain high standards and arrangements to support good governance including approving the annual Statement of Assurance
2. Approve and maintain a scheme of standing orders and financial regulations
3. Approve the Community Safety Plan
4. Approve associated policies and significant changes to service delivery that have policy implications
5. Approve the annual budget and fire precept
6. Approve the Medium-Term Finance Plan
7. Approve significant changes to the agreed revenue and capital programme
8. Approve and monitor the Treasury Management Policy
9. Establish and maintain a comprehensive performance management system to ensure that the Authority's objectives are being met

The Authority has appointed three chief officers (Chief Fire Officer, Clerk & Monitoring Officer and Treasurer). Specific delegations have also been given by the Authority to each of these officers.

Membership: 18

Bournemouth, Christchurch and Poole Council (5), Dorset Council (4), Swindon Borough Council (3), Wiltshire Council (6)

Quorum: 6

Chair: To be elected annually at the June meeting of the Authority.

Meetings: June (annual meeting), September, December and February.

Where urgent decisions are required an extraordinary meeting of the Authority will be called.

Finance & Audit Committee

Main purpose

The main purpose of the Committee can be broadly defined in four key areas:

1. ensuring that sound systems of internal control are in place including establishing, developing and overseeing audit programmes and the delivery of key findings
2. providing an oversight of current Service performance in relation to all aspects of Priority 4: Making every penny count and Priority 5: Supporting and developing our people of the Community Safety Plan (CSP) as well as scrutinising any matters referred to it by the Authority
3. ensuring sound day to day financial management arrangements are in place and overseeing financial expenditure
4. ensuring sound risk and business continuity management arrangements are in place

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1. to oversee the internal and external audit arrangements and to approve the audit plans, strategy, programmes and annual letters/reports, and to secure effective co-ordination between internal and external audit, in consultation with the relevant officers
2. to review proposals made in relation to the appointment of external auditors and internal audit services and to make recommendations as to their appointment
3. to receive the reports of internal and external audit and to ensure that their recommendations and findings are adequately addressed and implemented by the Authority and its officers
4. to consider reports from internal auditors on the internal audit's performance during the year in accordance with public sector internal audit standards
5. to monitor financial spend against budget
6. to oversee financial monitoring and reprogramming of the agreed budget
7. to keep under review, the effectiveness of the internal financial control systems of the Authority. This should include the adequacy of financial policies and practices to ensure compliance with relevant statutes, guidance, policies, standards and codes of corporate governance

8. to consider procedural issues relating to the Accounts and Audit Regulations
9. to monitor the anti-fraud and corruption strategy, bribery policy, actions and resources
10. to scrutinise and approve the Authority's Statement of Accounts, including the Annual Governance Statement required under the National Fire and Rescue Service Framework. Specifically, to consider whether appropriate 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
11. to consider the Authority's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements
12. to consider and recommend to the Authority the annual programme for Member seminars
13. to monitor the risk management and business continuity arrangements and make recommendations to the full Authority as necessary.

Membership: 8

Quorum: 3

Chair: To be appointed/elected annually

Meetings: July, September, December and March

Reporting arrangements: To the Authority

Local Performance and Scrutiny Committees

Main purpose

The main purpose of the area-based committees is to reduce community and firefighter risks by developing, overseeing and assuring the delivery of activities associated with prevention, and response. The key focus of the committee is to scrutinise performance and improvement at a local level against the priorities 1, 2 and 3 set out in the Authority's Community Safety Plan and to make any recommendations to the Authority.

There are four committees associated with the administrative areas of the following Constituent Authorities: Bournemouth, Christchurch and Poole Council, Dorset Council, Swindon Borough Council and Wiltshire Council.

Terms of reference

1. To monitor the effectiveness and use of local information to best target prevention, protection and response activities and resources to the needs of local communities
2. to monitor the effectiveness and improvement of local response emergency arrangements appropriate to its area
3. to monitor the effectiveness of the discharge of fire safety statutory duties and wider fire protection initiatives appropriate to the build environment
4. to monitor and periodically review the effectiveness of the approach and initiatives associated with fire safety education and prevention
5. to monitor the outcomes of partnership working and the effectiveness of engagement with local partners
6. to monitor the effectiveness of planning, preparedness and local community resilience plans appropriate to their area, developed by the Local Resilience Forum
7. to monitor and scrutinise performance reports in respect of the key statutory duties within the administrative area overseen by the Committee
8. to recommend to the Authority proposals for the whole Authority performance monitoring or scrutiny.

Membership: Varies and aligned to the four administrative areas.

Bournemouth, Christchurch and Poole LPS: 5

Dorset LPS: 4

Swindon LPS: 3

Wiltshire LPS: 6

In addition, any member of a Local Performance and Scrutiny (LPS) Committee may arrange, after consultation with the Chair of that LPS Committee, for a member of another LPS Committee to attend in their place as a substitute. Any substitute's attendance shall count towards achieving quorum for the meeting and they shall be entitled to speak and vote as if they were a full member of the committee.

The majority of those in attendance at the meeting must be Members for the administrative area of that LPS Committee.

Quorum: 3

Chair: A chair for each LPS administrative area is elected at the first LPS committee meeting to be convened after the Authority annual meeting.

Meetings: August/September, November, February/March, May/June

Reporting arrangements: To the Authority

Appointments and Disputes Committee

Terms of Reference

1. To make the appointments of the Chief Fire Officer/Deputy Chief Fire Officer to determine the terms and conditions on which they hold office, including remuneration, and to deal with any related issues concerning their employment.
2. To deal with the investigation of complaints against the Chief Fire Officer/Deputy Chief Fire Officer and to take action on behalf of the Fire and Rescue Authority (the Authority) under the appropriate discipline regulations prescribed for those officers.
3. To consider and decide on disputes referred to the Authority when there is a recorded 'failure to agree' between the Chief Fire Officer/Deputy Chief Fire Officer and a nationally recognised representative body.
4. To consider and decide on grievances between an employee and the Chief Fire Officer/Deputy Chief Fire Officer.
5. To consider a complaint where the complainant is not satisfied that the complaint has been dealt with satisfactorily.
6. To authorise, following their retirement, the re-appointment of any Brigade Manager or Area Manager to their previous or a similar post, only in exceptional circumstances; when this is necessary in the interests of public safety, having regard to openness, justification and duration of the re-appointment.

Membership: Number of Members: any five members appointed on a politically proportionate basis. The Appointments and Disputes Committee has no standing membership. Instead members will be appointed from amongst the whole membership of the Authority as the need to meet arises.

Quorum: 3

Chair: To be appointed on each occasion from amongst the membership of the Committee

Meetings: No standing meetings

Reporting arrangements: To the Authority

Appeals Committee

Terms of Reference

Where the policies of the Fire and Rescue Authority (the Authority) provide for an appeal to elected members the role of the Appeals Committee is to hear and determine an appeal against dismissal brought by any member of staff (conditioned to the Grey Book or the Green book), whether the termination is for a disciplinary matter, ill health, redundancy or some other substantial reason.

Note: Issues related to the employment of the Chief Fire Officer/Deputy Chief Fire Officer

Any member of Strategic Leadership Team subject to Gold Book terms and conditions shall be referred in the first instance to the Appointments and Disputes Committee for decision. Where Gold Book conditioned officers are entitled to appeal a decision of the Appointments and Disputes Committee then any such appeal shall be to the Appeals Committee.

Membership: Any five members appointed on a politically proportionate basis. The Appeals Committee has no standing membership, instead members will be appointed from amongst the whole membership of the Authority as the need to meet arises

Quorum: 3

Chair: To be appointed on each occasion from amongst the membership of the Committee

Meetings: No standing meetings

Reporting arrangements: To the Authority