

Hampshire Fire and Rescue Authority

Finance and General Purposes Committee

Item: 6

24 July 2013

Review of the Committee's terms of reference

Report by the Chief Officer

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1 Summary

- 1.1 This report reviews the Committee's terms of reference and identifies possible areas which need to be updated. The version agreed by the Committee will be reported to the Hampshire Fire and Rescue Authority meeting on 26 September 2013 for approval.

2 Recommendation

- 2.1 The Committee is invited to consider its terms of reference and, if appropriate, recommend changes to the HFRA meeting.

3 Introduction and background

- 3.1 The HFRA has established 4 committees with specific responsibilities:

- Finance and General Purposes Committee;
- Human Resources Committee;
- Performance Review and Scrutiny Committee; and
- Standards and Governance Committee.

- 3.2 The terms of reference of this committee are attached as Appendix A.

- 3.3 The terms of reference enable the Authority to discharge its functions effectively by either delegating some decisions to committees or by asking committees to consider particular topics and make recommendations to the full Authority.

- 3.4 Following the recent election and the appointment of a number of new Members to the Committee, it is timely to remind Members of the committee's responsibilities and to make any necessary changes to update the terms of reference.

4 Points to update

- 4.1 The terms of reference are focussed on resource management.

- 4.2 The areas that the Committee may consider recommending as changes to the terms of reference are:

- The increasing emphasis on the Service Plan priority 'Working with Partners' and ensuring that the resource implications of these are understood. This will include the Joint Working in Hampshire project covering support services;
- The emerging commercial strategy of the Authority including the work of its trading company;
- Referring to the Treasury management oversight; and
- The importance of establishing a medium term financial plan on behalf of the Authority.

4.3 These changes are illustrated in Appendix B.

4.4 The Committee may wish to add to these suggestions

5 Supporting our corporate aims and objectives

5.1 Clear lines of accountability and an effective way of discharging the Authority's work are important in demonstrating sound governance and clear strategic direction. This aligns with the HFRA service plan 2013-18 which has the aim of making the organisation stronger and a specific priority in relation to leadership.

6 Risk analysis

6.1 An effective scheme of delegation of work and decisions enables appropriate time to be given to a range of issues facing the Authority and helps to ensure that decisions are taken appropriately. Without this governance framework there is a risk that areas are not properly examined before decisions are made and reduces the capacity of the Authority to properly scrutinise the work of the Service.

7 People Impact Assessment

7.1 The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

8 Environmental and sustainability impact assessment

8.1 None undertaken

9 Resource implications

9.1 No additional resources are required as a result of this report.

10 Consultation

10.1 This report is seeking the view of the Committee on its terms of reference. The Committee's recommendations together with those obtained from the other committees will be presented to the HFRA meeting in September 2013.

11 Background papers

11.1 The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report: "None"

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.

Finance and General Purposes Committee

CURRENT Terms of Reference

- To make recommendations to the Authority as to its revenue budget and capital programme.
- To consider and determine the annual programme for the replacement of vehicles and other major capital schemes.
- To consider and advise the Authority on the financial effects of significant development strategies, plans, major acquisitions, contracts etc.
- To receive, consider and approve budget monitoring reports and a year-end report on the outturn position as set out in the Authority's final accounts and to make recommendations to the Authority on any proposal to change the budget.
- To oversee the use of land and property and other significant resources (eg information technology, communications, vehicles).
- To have oversight of the Service Plan priority concerning environmental management and reduction of carbon footprint.
- To have oversight of the Service Plan priority concerning the management of resources in a way that achieves efficiency savings at a level agreed by the Authority.
- To deal with any other urgent business that cannot reasonably be held over to the next full meeting of the Authority or else dealt with under the Scheme of Delegation of Standing Orders.
- To deal with such other matters of financial significance that the Authority may refer to it.

Finance and General Purposes Committee

PROPOSED Terms of Reference

Resource Planning

- To be responsible for establishing and monitoring the Authority's medium term financial plan.
- To consider and recommend the annual revenue budget and capital programme to the Authority.
- To consider and recommend the annual programme for the replacement of vehicles and other major capital schemes.
- To monitor the Authority's treasury management activities.
- To consider and advise the Authority on the financial effects of significant development strategies, plans, major acquisitions, contracts etc.

Resource monitoring

- To receive, consider and approve budget monitoring reports and a year-end report on the outturn position as set out in the Authority's final accounts and to make recommendations to the Authority on any proposal to change the budget.
- To oversee the use of land and property and other significant resources (e.g. information, technology, communications, vehicles).

Specific programmes

- To have oversight of the Authority's programme of environmental management and reduction of carbon footprint.
- To have oversight of the Service Plan priority, 'Assets and Money', concerning the management of resources.

Working with Partners

- To have an oversight of the Authority's partnership activities, particularly the resource and contractual implications. This will encompass various joint working programmes.
- To have an oversight of the Authority's commercial activities including its trading company.

Financial matters

- To deal with such other matters of financial significance that the Authority may refer to it.

Urgent business

- To deal with any other urgent business that cannot reasonably be held over to the next full meeting of the Authority or else dealt with under the Scheme of Delegation of Standing Orders.