

## Hampshire Fire and Rescue Authority Committees – Terms of Reference

### Changes proposed are shown by Underlining

## Finance and General Purposes Committee

- 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.

## Performance Review and Scrutiny Committee

### Introduction

The Performance Review and Scrutiny Committee (PRSC) was set up in September 2001 (originally known as Performance Review Committee (PRC)) to monitor and direct performance management and review at corporate level. The PRSC receive their reports from the Performance Review Team based at Service Headquarters.

### Aims of the committee

#### Efficiency reviews

- To oversee and co-ordinate the preparations of the Authority for achieving best value and compliance with relevant legislative requirements.
- To participate in, determine and undertake a programme of efficiency reviews with a view to effecting continuous improvements in the way

services are delivered, having regard to a combination of economy, efficiency and effectiveness.

- To appoint member(s) to individual efficiency reviews.
- To consider reports on the outcome of reviews and the relevant recommendations and to monitor their implementation on a regular basis.
- To recommend specific actions to secure best value for the Authority's services.
- To receive reports and information from officers, members, organisations and individuals as required by the Committee to further its work, and to interview members, officers, staff and comparable organisations as appropriate.
- To monitor and review policy, decisions and the service delivery issues referred by the Authority.
- To have oversight of the Service Plan priorities concerning the development of service delivery strategies
- To have oversight of the development of regional working with partner authorities to achieve service improvement, and to draw to the attention of the full Authority such matters of significance as the Committee considers appropriate.
- To identify and make recommendations on any cross-cutting issues in order to optimise the use of resources and improve service delivery.

## **Scrutiny**

To carry out joint member/officer pre and post-implementation scrutiny of any major project, scheme, or key decision taken by the Authority or its standing committees.

To examine the extent to which the practical outcomes achieved in service delivery accord with the policy objectives of the Authority.

To consider how effectively the Authority is engaging with partners and other public service bodies to achieve better outcomes for local people.

To make recommendations to the Authority on such matters as it considers appropriate arising from the scrutiny process

## **Improvement planning**

To receive updated reports detailing progress in the Improvement Planning Register.

## **Human Resources Committee**

To advise the Authority on all matters of personnel policy in order to ensure the effective utilisation and development of the staff of the Hampshire Fire and Rescue Service.

To exercise the powers and duties except where otherwise stated (eg in the Scheme of Delegation) in the following matters:

## **Establishment, Staffing Levels and Structures**

Subject to consultation with other bodies as required by statute, to consider and advise the Authority on overall staffing needs and organisational structures, including:

- the overall allocation of staff to meet specific current or temporary needs;
- variation in grades, remuneration and conditions of service for individual or groups of posts in the establishment;
- periodic reviews of staffing levels and gradings.

When considering these issues, the Committee will have particular regard to the financial implications of any approvals or recommendations made.

## **Pay and Conditions of Service**

To receive reports on nationally negotiated variations to salary levels and conditions of service for all categories of staff and advise the authority of their implications.

To consider, determine or advise on local variations in pay and conditions of service.

To monitor the application of the Local Pension Scheme and Firemans' Pension Scheme.

To monitor all retirements and dismissals made on medical grounds.

## **Employee Policies**

To ensure the introduction and continued application of good employee relations, procedures and practices.

To ensure compliance with the provisions of all employment protection and related legislation.

To act as the Authority's appeal body for appropriate categories of employees in accordance with current agreed policies or where the internal mechanisms do not allow for the matters to be heard by officers. As the appeal body, to appoint panels comprising Members of the Committee or the Authority as appropriate.

To ensure that good recruitment and selection practices are adopted for all HFRS employees.

To be responsible for the appointment of Chief and Deputy Chief Fire Officers posts.

To ensure the development and implementation of training and development activities to support the future needs of the service. Furthermore to develop and establish mechanisms to support the development of Fire Authority Members.

To promote and monitor the Authority's equal opportunities and health, safety and welfare policies.

To scrutinise the activities and outcomes of the Service with regard to its general duty to promote equality of opportunity, good relations and positive attitudes to people of different groups, and to eliminate unfair discrimination in employee policies. Also, to scrutinise the activities and outcomes of the service with regards to its general duty to promote health, safety and welfare policies.

## **Standards Committee**

- To advise the Hampshire Fire and Rescue Authority on the adoption or revision of a Code of Conduct for both members and officers.
- To monitor the operation of the Authority's Code of Conduct.
- To advise, train or arrange to train members of the Authority on matters relating to the Authority's Code of Conduct and standards of conduct generally.
- To grant dispensation to Members of the Authority from certain specified requirements relating to interest to be set out in the Code of Conduct.
- To consider and determine any application for exemption from the statutory restrictions on holders of politically restricted posts
- To establish sub-committees to take such action as is necessary to assess, review, investigate, determine and impose appropriate sanctions in respect of any written allegation that a member has failed to comply with the Authority's Code of Conduct.
- To consider and deal with any reports from the Clerk on any matters relating to the conduct of members and officers of the Authority.

To promote high standards of conduct in the Authority.

## **Governance Committee**

- To adopt, review and amend the corporate governance framework for the Hampshire Fire and Rescue Authority.
- To receive and consider reports from the Treasurer on internal audit strategy, planning and delivery.
- In line with its role as the body charged with responsibility for governance, to receive, consider and approve the draft of the formal Statement of Accounts (incorporating the Annual Governance Statement) in compliance with the statutory deadline of 30<sup>th</sup> June.
- To receive and consider progress reports on actions taken to satisfy outcomes and recommendations from external and internal audit reports.
- To review the risk register and receive reports on risk management

## **Corporate Management Team**

The Corporate Management Team (CMT) is not a formal or standing committee of the Authority and has no formal executive or decision-making powers. Its role is:

- To provide a means to increase cross-party member representation and engagement at very early stages in policy formulation

- To provide a valuable sounding board and consultation forum in which officers and members can share initial views or reactions with each other on new strategic proposals and initiatives.

The Corporate Management Team comprises leading Fire Authority members and HFRS officers and meets approximately every six weeks.