

APPENDIX 3

Fire Authority Terms of Reference





Membership and Frequency of Meeting

- FA1. The Authority shall have up to 21 members - 20 of whom will be councillors from the constituent local authorities of Bristol, Bath and North East Somerset, North Somerset, and South Gloucestershire. These members are appointed by the constituent Councils on a proportional basis – i.e. each constituent authority shall, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors in each of the other constituent authorities' areas. In addition to the 20 members from the constituent local authorities, the current Police and Crime Commissioner for Avon and Somerset is also a Member. The quorum for a meeting of the Authority shall be 7 members. The Authority may appoint co-opted, non-voting members onto its two sub-committees.
- FA2. The Authority will normally meet on a quarterly basis.
- FA3. The appointment of the Chair and Vice-Chair shall be the first item of business at the initial meeting of the Municipal Year.

Terms of reference of the Fire Authority

- FA4. The Authority shall exercise the following functions and responsibilities:
- a) To agree the Authority's strategic policy framework, i.e. its overarching Service Plan including the Community Risk Management Plan. **(Include other key strategic documents following consultation with members and officers)**
 - b) To approve the Authority's Standing Orders; Scheme of Delegation to Officers; Contract Procedure Rules; Financial Regulations; and the Terms of Reference for its Standing Committees, including deciding upon their political composition and making appointments to them.
 - c) To appoint on an annual basis, members of the Authority onto its standing Committees and advisory Local Pension Board. In addition, it will appoint representatives to the following outside bodies:
 - i) Local Government Association.
 - ii) South West Councils.



iii) South West Councils' Employers Panel.

- d) To approve a balanced revenue budget, capital programme and adopt a Medium-Term Financial plan for the Authority.
- e) To approve the Authority's Precept.
- f) To approve the Authority's Reserves 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 Management Strategy.
- j) To authorise any budget variation in excess of £500k
- k) To appoint and revoke the appointment of any Member to:
 - i) Any role which they are appointed to by the Authority; and
 - ii) Any other outside body, organisation or a joint committee of two or more authorities.
- l) To approve any proposed total remuneration in excess of £100,000 per year on appointment to any post.
- m) To establish a Selection Panel which, with advice from suitably qualified professionals, will oversee the selection process for the Chief Fire Officer, Statutory Finance Officer, or Monitoring Officer.
- n) To approve the appointment of the Chief Fire Officer, Statutory Finance Officer and Monitoring Officer, following a recommendation from a Selection Panel.
- o) To establish a panel that will be engaged in selection processes for Assistant Chief Fire Officers and consulted with in advance of the Chief Fire Officer making associated appointment decisions.



- p) To establish a panel to deal with all discipline, grievance or employment matters of the Chief Fire Officer, Statutory Finance Officer, and Monitoring Officer.
 - q) To establish a Performance Appraisal Panel to set objectives and oversee the performance of the Chief Fire Officer.
 - r) To approve the Authority's Code of Conduct for Members on recommendation from the Audit, Governance and Oversight Committee.
 - s) To approve any name change of the fire and rescue service for the Authority's area from "Avon Fire and Rescue Service";
 - t) To approve the Annual Pay Policy Statement, Annual Review of Remuneration of the Chief Fire Officer/Chief Executive Officer and Scheme of Members' Allowances;
- FA5. To approve all other matters which, by law, must be reserved to the Fire Authority.

Committees

Total Number of Committee Places

- FA6. The total number of standing committees shall be two:
1. A Policy and Resources Committee, comprising 11 members of the Fire Authority; and
 2. An Audit, Governance and Oversight Committee, comprising 9 Fire Authority members and up to 2 co-opted, non-voting advisory members.

Membership of the above Committees shall be mutually exclusive and their membership will ensure that they are balanced on both a political and cross authority basis.

The Police and Crime Commissioner will not sit on either of the above standing committees.

- FA7. All matters not listed in the Fire Authority Terms of Reference or specifically delegated to officers are delegated to the above 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.

FA8. These Terms of Reference will be reviewed at least every four years.

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