

**APPENDIX 4**

**Policy and Resources Committee  
Terms of Reference**



**AVON**  
FIRE AUTHORITY



## Membership and frequency of meetings

- PRC1            The Policy and Resources Committee shall have 11 Members and the quorum shall be 4 Members. It will normally meet quarterly.
- PRC2            The Chair of the Fire Authority shall be the Chair of the Policy and Resources Committee and the appointment of a Vice Chair will be the first item of business at the initial meeting of the Municipal Year.

## Functions of the Policy and Resources Committee

- PRC3            To discharge all the functions and responsibilities of the Authority except in so far as such function and/or responsibility or any other matter:
- a)    has been expressly reserved as a decision of the Fire Authority or is reserved by law to the Fire Authority, or
  - b)    falls within the terms of reference and delegation of any other Committee, or under the Scheme of Delegation to Officers of the Authority.
- PRC4            To oversee the development of the Authority's strategic Policy Framework, including but not limited to;
- a)    The Service Plan.
  - b)    All public consultations.
  - c)    The Estates Strategy
  - d)    The Fleet Strategy
  - e)    The Collaboration Strategy
  - f)    The People Strategy
  - g)    The Efficiency Plan
- PRC5            To nominate member representatives to attend conferences on behalf of the Authority.

- PRC6 To determine and oversee the development of priority programmes such as those set out below, and to determine future priority programmes as and when required:
- (a) His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) Action Plan
  - (b) The Transformation Programme
  - (c) Programmes focused on cultural development
  - (d) All large-scale estates construction or redevelopment schemes.
- PRC7 To monitor the procurement forward plan and approve business cases for proposed procurements in line with the Procurement Contract Rules.
- PRC8 In accordance with the Authority's Financial Regulations approve in year budget adjustments and transfers between Reserve balances.
- PRC9 To determine matters relating to pay and remuneration where required by collective agreements or legislation.
- PRC10 To act as the Employers' Side of a negotiating and consultation forum for all matters relating to the employment contracts of the Chief Fire Officer and, where relevant, employees contracted to "Gold Book" terms and conditions in whole or in part.
- PRC11 To appoint a Sub-Committee (minimum of 3 Members) to hear appeals if required to do so in accordance with the Authority's policies.
- PRC12 To appoint a Sub-Committee (minimum of 3 Members) to deal with Stage 2 Pension Internal Dispute Resolution processes
- PRC13 These Terms of Reference will be reviewed by the Authority at least every four years.