

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 development of the Authority's strategic Policy Framework, including documents such as those specified below:
- a) The Service Plan.
 - b) All public consultations on aspects of the Authority's strategic Policy Framework.
 - c) The Estates Strategy
 - d) The Fleet Strategy
 - e) The Collaboration Strategy
 - f) The People Strategy
 - g) The Efficiency Plan
 - h) The Environmental Strategy

- i) The Information and Communications Technology (ICT) Strategy
- PRC5 To oversee decisions on member representation at conferences on behalf of the Authority.
- PRC6 To determine and oversee the development of priority programmes such as those specified 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 discharge the Authority's responsibilities as Scheme Manager and Scheme Employer for the Firefighters' and Local Government pension schemes.
- PRC10 To determine matters relating to pay and remuneration where required by collective agreements reached by national negotiating bodies or legislation.
- PRC11 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.
- PRC12 To appoint a Sub-Committee (minimum of 3 Members) to hear appeals if required to do so in accordance with the Authority's policies.

PRC13 To appoint a Sub-Committee (minimum of 3 Members) to deal with Stage 2 Pension Internal Dispute Resolution processes

PRC14 These Terms of Reference will be reviewed by the Authority at least every four years.