

## 2015 Final Terms Reference

### Stoke-on-Trent and Staffordshire Fire and Rescue Authority

#### Strategy and Resources Committee

##### Constitution

The Committee consists of 13 members, with a quorum of 4. To include reporting Committee Chairmen

##### Purpose

The purpose of the Strategy and Resources Committee is to consider any strategic issues and make recommendations to the Authority.

##### Terms of Reference

- To consider major issues, in particular financial planning strategies, the Corporate Safety Plan and other strategic matters.
- To monitor governance arrangements; and review these annually.
- To consider issues of Strategic Risk Management.
- To consider recommendations to be made to the Fire Authority for annual cost reduction, efficiency savings and business transformation proposals.
- To refer any Agenda matters to a relevant Committee or Panel of the Authority for consideration (the Committee or Panel would then report back to the Strategy and Resources Committee with their findings in due course).
- To ensure that the Authority is fully engaged in any strategic or other external partnership structures in respect of which it is a member organisation or consultee.
- To ensure that the views and opinions of the Authority and the Service are actively considered by partnership organisations and that action is taken by the Authority when necessary to assign specific tasks and issues to the appropriate Authority body.
- To recommend the Authority's Corporate Safety Plan (Integrated Risk Management Plan) to the full Authority.
- To recommend the Service strategy for enforcing the provisions of the Regulatory Reform Order to the full Authority.
- To make provisions to respond to fires, road traffic accidents and other emergencies within Staffordshire and in line with mutual aid agreements and the requirements of the Fire Service Act 2004.
- To recommend the Service business continuity and contingency plans to the full Authority.
- To ensure that the Service works collaboratively with other Fire and Rescue Services to deliver interoperability.

- To ensure that the Service collaborates with other emergency services, Category 1 & 2 responders and the Staffordshire Resilience Forum.
- To ensure that the Service engages with the Fire and Rescue Strategic Resilience Board to support discussions and decisions regarding national resilience, highlights any capability gaps that cannot be met and works collectively through the Fire and Rescue Strategic Resilience Board with the department on how to address any capability gaps.
- To provide assurance to Government that risks are assessed, plans are in place, capability gaps to ensure national resilience are identified, existing national resilience capabilities are fit for purpose and any new capabilities that are commissioned are procured, maintained, managed in a cost effective way and are fit for purpose.
- To recommend the Authority's Health and Safety Strategy, as the primary employer, in accordance with the health, safety and welfare framework for the operational environment, to the full Authority.
- To act as the Scheme Manager in respect of the Firefighter Pension Schemes for the Authority.

**Delegated powers:** To decide items delegated to it under the Financial Regulations (approved on 22 March 2012) as follows:

#### Budget Process

B.1 The Strategy and Resource Committee will, upon the recommendation of the Treasurer, determine:

- a Medium Term Financial Strategy which, as part of the Policy Framework, will provide the financial framework for the preparation of the Corporate Safety Plan and other planning documents
- a resource allocation and budget process that ensures due consideration of the Authority's Corporate Strategy
- a budgetary process that comprehensively assesses the Service needs in a timely manner and incorporates appropriate validations and challenge

#### Medium Term Financial Strategy

B.4 The Treasurer is responsible for submitting to the Strategy and Resource Committee a MTFFS which supports the Authority's corporate strategy. The MTFFS should:

- be regularly reviewed to ensure its assumptions are appropriate
- contain relevant sensitivity analysis
- be reviewed when there are changes in the financial environment, for example changes in inflation and/or a change in the grant regime

#### The Budget

B.5 The Chief Executive and the Treasurer are responsible for submitting to the Strategy and Resources Committee for consideration, a budget within the approved resource allocation framework which sets out the proposed revenue budget allocation and capital investment plans for the services within their areas of

responsibility. No project will be included in the budget unless it has been through the appropriate approval process.

B.6 In addition to receiving information detailed at B.5 the Strategy and Resources Committee will consider summarised reports from the Treasurer and the Chief Executive on the budget.

B.7 The Strategy and Resources Committee will make recommendations to the Authority regarding the budget, the allocation of financial resources to services, the provision for contingencies, the use of reserves and balances and the setting of the precept.

#### Virement and In-year changes to the Budget

B.12 Take in-year decisions on resources and priorities in order to deliver the Corporate Strategy within the budget approved by the Authority and can therefore approve virement between budget heads.

#### Monitoring and Reporting

B. 23 Consider reports where the Service is unable to balance expenditure and resources within the approved budget allocation and where appropriate, make recommendations to the Fire Authority which address the shortfall.

#### Major Projects

B.29 From time to time as it shall decide, these criteria (for Major Projects) shall be presented to Strategy and Resources Committee as it requires.

#### Expenditure

E.5 Payments (of creditors) will be made in accordance with the Authority's standard payment policy as determined by the Strategy and Resources Committee.

#### Income

F.4 Approve corporate policies on credit management.

F.5 Write-off debtors' accounts over £5,000.

#### Treasury Management

G.3 and G.4 To approve the treasury management strategy and plan, before the start of each financial year. To review progress report mid-year; and also receive an annual report on the performance, effects of decisions taken and borrowings executed, after the year end.

#### Assets

H. 4 Write-off stocks and stores above an individual item value of £10,000.

**Receive Minutes and Notes From:**

- Human Resources and Ethics Committee
- Scrutiny and Performance Committee
- Service Improvement Committee

**Reporting to:** Minutes go to the Fire Authority

**Frequency of Meetings**

6 times per year.

(Established by the Fire Authority on 16 July 2004 amended by the Authority on 4 June 2007, 23 May 2009, 16 October 2009, 21 October 2011, 15 December 2012 and 21 October 2014, March 2015)