
SUBJECT: Terms of Reference of Fire Authority (Amendments)

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Background Papers: Minutes of the meeting of the Executive Committee 14 March 2023
Minutes of the meeting of the Authority 30 March 2023
Minutes of the Annual Meeting of the Authority 20 June 2023

Appendix	Title	Protective Marking
1	Proposed Lead Member Areas	None
2	Draft revised Terms of Reference as amended	None

Implications

This table provides a short statement of the impact of the recommendations in this report and/or a reference to the relevant paragraph/s in the report.

Will this report affect any of the following?

	Yes / No	Impact / Reference
Financial Implications	No	None
Risk Management	Yes	The revised new Lead Member roles have been proposed by officers to align more closely with the Service's new Community Risk Management Plan and its new strategic direction.

Legal Implications	Yes	Amendment of the Authority's Terms of Reference is a function reserved to the full Authority
Privacy and Security Implications	No	None
Duty to Collaborate	Yes	The <u>Policing and Crime Act 2017</u> requires the Authority to consider opportunities for collaboration with the police and ambulance services. There are no impacts on this duty arising from the proposals
Health and Safety Implications	No	None
Equality, Diversity and Inclusion	No	None
Environmental Sustainability	No	None
Consultation and Communication	Yes	At the meeting of the Executive Committee on 11 July 2023, the proposals were unanimously agreed.

PURPOSE:

To approve the revisions to the Authority's Terms of Reference shown by strikethrough and underline (Appendix 2) to reflect the Lead Member roles (Appendix 1); and to note the appointees and ratify certain appointees into them as agreed by the Executive Committee.

RECOMMENDATION:

It is recommended that

1. Amendments to the Authority's Terms of Reference as shown in Appendix 2 be approved.
2. The appointment of the following members of the Executive Committee into the following Lead Member roles be noted:
 - a. 'Prevention and Protection': Councillor Sultan
 - b. 'Emergency Response and Resilience' (redesignated as 'Emergency Response') : Councillor Goodchild
 - c. 'Workforce and Organisational Development' (redesignated as 'People & Culture'): Councillor Hussain
3. The appointment of the following members of the Executive Committee into the following Lead Member roles be ratified:
 - a. 'Physical and Digital Assets': Councillor Burnett
 - b. 'Finance, Productivity and Efficiency': Councillor Headley

1. Executive Summary

- 1.1 At its meeting on 30 March 2023, the Authority approved, i.a, new Terms of Reference for itself and its two standing committees; following recommendations from the meeting of the Executive Committee held on 14 March 2023. The Authority's Terms of Reference reserve to it, i.a, the function of appointing into the Lead Member positions and determining the respective scope of responsibilities for the positions.
- 1.2 At its Annual Meeting on 20 June 2023 the Authority resolved that "the appointment of Executive Committee Members to Lead Member roles be delegated to the Executive Committee to determine at its first meeting." It was reported to the Annual Meeting by the Chief Fire Officer that the five current Lead Members may be amended slightly to better reflect the current priorities and structure of the Service. The Chief Fire Officer duly proposed to the Executive Committee at its meeting on 11 July 2023 recommended amended Lead Member roles that had been developed in accordance with the Service's new Community Risk Management Plan and its new strategic direction. (Appendix 1).
- 1.3 Having each been proposed and seconded, the following appointments were made in accordance with the delegation from the Authority at its Annual Meeting:
- a) 'Prevention and Protection': Councillor Sultan
 - b) 'Emergency Response and Resilience' (proposed redesignation as 'Emergency Response') : Councillor Goodchild
 - c) Workforce and Organisational Development (proposed redesignation as 'People & Culture'): Councillor Hussain
 - d) 'Assets and Collaboration' and 'Data and Digital Transformation' (proposed to combine and redesignate as 'Physical and Digital Assets'): Councillor Burnett
 - e) 'Finance, Productivity and Efficiency' (proposed new Lead Member designation while retaining the overall number of five Lead Member roles): Councillor Headley
- 1.4 It is therefore proposed that the Terms of Reference of the Authority are updated retrospectively with the amendments shown in Appendix 2 by strikethrough and underline; that the appointments of into the roles 1.3 a) to c) be noted; and the appointments into the roles 1.3 d) and e) be ratified.

GRAHAM BRITTEN
MONITORING OFFICER