

For Publication

Bedfordshire Fire and Rescue Authority
Corporate Services Policy and Challenge Group
21 June 2018
Item No. 6

REPORT AUTHOR: SECRETARY/MONITORING OFFICER

SUBJECT: TERMS OF REFERENCE

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Background Papers: None

Implications (tick ✓):

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To review the Terms of Reference for the Corporate Services Policy and Challenge Group.

RECOMMENDATIONS:

That:

1. Members consider the Terms of Reference for the Corporate Services Policy and Challenge Group and recommend any changes for 2018/19 to the Fire Authority.
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1. Introduction

- 1.1 The Corporate Services Policy and Challenge Group has been established to ensure that the following areas of the Fire and Rescue Service are functioning efficiently and effectively, challenging areas of under performance as required and approving any associated policy as necessary:

- Strategic Support
- Finance and Procurement
- Asset Management
- Information, Communications and Technology

2. Terms of Reference

- 2.1 The Terms of Reference for the Policy and Challenge Group were last revised in July 2017 and are appended to this report.
- 2.2 Members are asked to consider the current Terms of Reference and recommend any changes required for 2018/19 to the Fire and Rescue Authority.
- 2.3 The Terms of Reference may need to be reviewed further following any recommendations from the Governance Audit.

J ATKINSON
SECRETARY/MONITORING OFFICER

CORPORATE SERVICES POLICY AND CHALLENGE GROUP

The Corporate Services Policy and Challenge Group has been established to ensure that the following areas of the Fire and Rescue Service are functioning efficiently and effectively, challenging areas of under performance as required and approving any associated policy as necessary:

- Strategic Support
- Finance and Procurement
- Asset Management
- Information, Communications and Technology

Membership

The Group is to consist of those Members appointed by the Fire and Rescue Authority for the ensuing year or as determined by the Fire and Rescue Authority.

One elected Member will be nominated as Chair of the Group by the Fire and Rescue Authority at its annual meeting and another elected Member will be nominated as Vice Chair at the first Group meeting held after the annual meeting. The Group may co-opt onto its membership any person, such as representatives or members of groups, who may provide specialist information or skills in assisting the Group to reach its aims and objectives set out below.

Quorum

Business shall not be transacted at any meeting of the Corporate Services Policy and Challenge Group unless at least three Members are present and at least one Member from two constituent authorities.

Support

The Group will be supported by Principal Officers with responsibility for areas within the remit of the Corporate Services Policy and Challenge Group, the Fire and Rescue Authority's Treasurer, Head of Finance and Assistant Treasurer, and members of the Strategic Support Team.

Regularity of Meetings

The Group is to meet a minimum of four times a year and whenever deemed necessary by any member of the Group.

Reporting

The Group has no delegated power to take decisions but its minutes are submitted to the FRA under a covering report from the Group's Chair with any recommendations.

Terms of Reference

1. To consider and report as necessary on performance in respect of the Fire and Rescue Authority's Corporate Services functions and be involved in the setting and monitoring of Service targets.
2. To consider at each group meeting the current year revenue and capital budgetary control information.
3. To oversee the Fire and Rescue Authority's Efficiency Plan.
4. To monitor the progress of the Corporate Services projects identified in the Community Risk Management Plan.
5. To commission and oversee reviews into specified areas of work within the Corporate Service's functions.
6. To monitor the effective identification and management of corporate risks relating to Corporate Services functions.
7. To monitor and review the Fire and Rescue Authority's Asset Management strategy, plans and processes.
8. To consider any external reports relating to the Corporate Services functions.
9. To act as Treasury Management scrutiny.

Revised Terms of Reference agreed by the then CFA on 7 September 2011

Updated for change of Authority name – December 2012

Quorum included – 24 June 2014

Support to include Principle Officers with responsibility for areas within the remit of the Corporate Services Policy and Challenge Group – 15 July 2015

Reporting Statement included and reference to ‘approve’ removed from points 3 and 7 of terms of reference – FRA Meeting 21 July 2016

All references to “Directorate” be removed – FRA Meeting 19 July 2017