

## **EXECUTIVE COMMITTEE**

The Executive Committee has been established to undertake the following functions on behalf of the FRA:

- To take urgent decisions in between meetings of the FRA;
- To appoint selection panels and carry out the arrangements for the appointment of Principal Officers; and
- To exercise the FRA's responsibilities in respect of collective grievances/collective disputes, and stage two of Internal Dispute Resolution Procedure (IDRP) and other related matters.

### **Membership**

The membership of the Executive Committee shall be as follows:

- The Chair and Vice Chair of the FRA; and
- The Chairs of the Service Delivery, Corporate Services and Human Resources Policy and Challenge Groups.

Should a party or a constituent authority not be represented on the Executive Committee, a named observer from that party/constituent Authority may attend all meetings and briefings of the Executive.

The Chair of the FRA shall be Chair of the Executive Committee.

### **Quorum**

Business shall not be transacted at any meeting of the Executive Committee unless at least three members of the Committee are present and at least one member from two constituent authorities.

### **Support**

The Committee will be supported by the Principal Officer Team, the FRA's Secretary /Monitoring Officer and the Head of Finance/Treasurer.

### **Regularity of Meetings**

The Executive Committee will meet as and when required to transact any business within its terms of reference. Normally, the Executive Committee will also meet with officers before each meeting of the FRA to review the agenda and agree any additional information required for the FRA meeting.

## **Delegated Powers and Reporting Arrangements**

The Executive Committee is authorised to exercise any functions of the FRA that come within its terms of reference. Decisions taken by the Committee under its delegated powers will be reported to the next meeting of the FRA, except where the decision taken is quasi judicial or where the subject matter considered is exempt from publication under Schedule 12A of the Local Government Act 1972.

## **Terms of Reference**

1. To meet as and when necessary to take any decisions required in between meetings of the FRA.
2. To make arrangements for the appointment of the Chief Fire Officer and other Principal Officers and to appoint selection panels to interview candidates and make appointments to posts within the Principal Officer Team.
3. To exercise the FRA's functions in respect of employment disputes and appeals, including hearing collective grievances/collective disputes, and matters referred to the FRA under stage two of Internal Dispute Resolution Procedure (IDRP) and other related matters.

## **Review of Terms of Reference**

The Terms of Reference are reviewed by the FRA on an annual basis at the Annual Meeting.