

## **EXECUTIVE COMMITTEE**

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

### **Decisions**

- To take urgent decisions in between meetings of the FRA;
- To appoint selection panels and carry out the arrangements for the appointment of the Chief Fire Officer and Principal Officers;
- To exercise the FRA's responsibilities in respect of employment disputes including collective grievances/collective disputes and, and matters referred to the FRA under stage two of the Internal Dispute Resolution Procedure (IDRP) and other related matters.
- To manage the employment relationship between the FRA and the CFO, including such matters as objective setting and appraisal, discipline and grievances.

### **Policy Development**

- To provide support and constructive challenge to the Principal Officer Team in the development of strategies and plans within the overall policy objectives agreed by the FRA.
- To keep abreast of developments and policies at national, regional and local level and to provide reports to the FRA on any significant developments.

### **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.

### **Membership**

The membership of the Executive Committee shall be as follows:

- The Chair and Vice Chair of the FRA; and
- One Member from each constituent authority.

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

Adopted: 18.07.19

In the event that a political party or constituent authority is not represented at a meeting of the Executive Committee, a named observer from that party/constituent authority may attend the meeting.

### **Special Responsibilities**

Each member of the Executive Committee will have special responsibility for one of the following portfolios:

1. Prevention and Protection

Including the Fire Safety Order, other fire safety legislation and the National Framework as appropriate.

2. Operational Performance and Preparedness

including the Fire and Rescue Services Act, the Civil Contingencies Act and the National Framework as appropriate.

3. Corporate Risk, Health and Safety

including the FRA's responsibilities under the Health and Safety at Work Act, Governance and the Combination Scheme Order.

4. People Board, Staffing, Diversity Champion

including employment law, the equality duty and related legislation.

5. Collaboration.

including the FRA's responsibilities within the Police and Crime Act 2017.

Where possible the portfolios will be agreed amongst the members of the Executive Committee following the Authority's annual meeting. However, in the event that they cannot be agreed, the portfolios will be allocated by the Chair of the FRA.

Portfolio holders will carry out the following responsibilities within their portfolios:

- To act as a sounding board for senior officers and provide support to deal with any problems at a strategic level.
- To review, in conjunction with senior officers, the effectiveness of service within their portfolio.

- To report to the FRA on significant issues arising within his/her portfolio.
- To represent the FRA on bodies, at events and at conferences as agreed by the FRA related to his/her portfolio and to provide feedback to the FRA on any relevant or significant issues.

### **Quorum**

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

### **Support**

The Committee will be supported by the Principal Officer Team and the FRA's Secretary /Monitoring Officer.

### **Regularity of Meetings**

The Executive Committee will meet as and when required to transact any business within its terms of reference.

### **Review of Terms of Reference**

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