



AGENDA ITEM: 6

NORTH WALES FIRE AND RESCUE AUTHORITY EXECUTIVE PANEL

21st September 2009

Review of Terms of Reference

Report by: Colin Everett, Clerk to the Authority

Purpose of Report

- 1 To amend the terms of reference of the Executive Panel.

Background

- 2 The Executive Panel was established in 2002 to deal with a wide range of issues which included acting as the Fire Authority's audit committee. In December 2008, the Authority agreed to set up an Audit Committee and as a result the remit of the Executive Panel has changed. Attached at appendix A is a revised version of the terms of reference for consideration.

Information

- 3 Paragraphs 2.5 and 2.6 of the terms of reference have been deleted and other minor amendments have been made. All amendments have been highlighted.

Recommendation

- 4 Members are asked to approve the revised terms of reference for the Executive Panel.

NORTH WALES FIRE AND RESCUE AUTHORITY

EXECUTIVE PANEL TERMS OF REFERENCE

1. Membership

1.1 The Executive Panel shall comprise 14 members as follows:

The Chairman and Vice-Chairman of the Authority and two members invited from the representatives of the six constituent authorities.

2. Terms of Reference

2.1 The Panel shall on an ad hoc basis meet to undertake such functions as delegated to it by the Authority e.g. in the appointment of the Chief and other Senior Fire Officers and deal with ~~the any~~ disciplinary matters concerning these and other posts ~~and the postholders~~. The Panel shall deal with constitutional and other matters which are considered by the Clerk and Chief Fire Officer in consultation with the Chairman as suitable for referral to the Panel. Other matters that will arise from time to time which are not urgent but nevertheless require consideration by a small panel of members will be dealt with by the Panel and then submitted for recommendation to a full meeting of the Authority. The approval of the Chairman will always be sought before any meeting is called.

2.2 The Standing Orders governing meetings of the Authority shall also apply to meetings of the Executive Panel.

2.3 The **Executive Panel** shall on behalf of the Authority:

- i Act as the Appointments Panel when appointing the Chief Fire Officer
- ii Act as the panel to hear disciplinary proceedings commenced against the Chief Fire Officer;
- iii Deal with certain pension matters for the post of Chief Fire Officer;
- iv Act as the Appointments Panel when appointing the Deputy and Assistant Chief Fire Officers;
- ~~v Act as the Appointments Panel when appointing the Assistant Chief Officer (Finance and Procurement);~~
- v Make recommendations, as the need arises, for the appointment of (a) Clerk to the Authority and (b) Treasurer to the Authority;
- vi Act as the appeal panel as set out in the authority's procedures on discipline, capability and grievances;
- vii Act on behalf of the Authority in the use of discretionary powers under the Firefighters' Pension (Wales) Scheme;
- viii Act on behalf of the Authority in the use of discretionary powers under the Local Government Pension Scheme Regulations;

- ix Act on behalf of the Authority, and if necessary decide and/or make recommendations on personnel matters after consultation with the Chairman;
- x Deal with any policy and/or constitutional matter and any other urgent business at the discretion of the Chief Fire Officer/Clerk/Treasurer, following prior consultation with the Chairman.

2.4 In addition the Panel shall exercise the authority's functions under sections 3 to 6 of the Local Government Act 1999 including:

- i. overseeing and monitoring the authority's compliance with the best value/improvement requirements of the 1999 Act and subsequent Assembly guidance;
- ii. overseeing and approving best value other reviews;
- iii. overseeing and approving the content of the best value improvement performance plan;
- iv. monitoring performance against —best nationally set —value performance indicators and local performance indicators.

~~2.5~~In addition the Executive Panel shall act as the Fire Authority's audit committee in accordance with CIPFA's guidance "Audit Committees: Practical Guidance for Local Authorities". This shall include approval of the internal audit strategy, the annual programme of internal and external audit and the annual audit report.

~~2.6~~

~~2.7~~In addition the Executive Panel shall, for each financial year in accordance with the Accounts and Audit Regulations (Wales) 2005, approve the Authority's Annual Statement of Accounts and formally acknowledge the Letter of Representation sent to the External Auditor.