EXECUTIVE COMMITTEE
TERMS OF REFERENCE

Membership	• Chair and Vice Chair to be included • A representative from each of the four constituent councils to be included within the seven members • When the Committee meets to consult with the Representative Bodies, 2 representatives from the Fire Brigades Union; 1 Unison and 1 APFO representative will be invited to attend. The views of the Trade Unions will be noted at this informal meeting.
Principle Remit	To make recommendations to the Authority on the major strategic issues set out in its terms of references and formulate and approve the Authority's Policies in line with its delegated decision making powers under the Authority's Scheme of Delegation.
Strategic	• making recommendations to the Fire Authority on: ○ its vision and strategic direction ○ the Community Integrated Risk Management Plan (CIRMP) proposals for inclusion in the Authority's CIRMP ○ its Service Plan ○ proposals for major changes to delivery of services
Financial	• making recommendations to the Fire Authority on: ○ its Medium Term Financial Strategy and Revenue and Capital Budgets ○ its Pay Policy Statement
Risk and Performance	• monitoring progress on the implementation of the Authority's CIRMP
Appointment and Terms and Conditions	• making recommendations to the Fire Authority on the appointment of: ○ the Chief Fire Officer, Treasurer and Legal Adviser and Monitoring Officer in accordance with the Pay Policy Statement ○ the Independent Persons to serve on the Audit and Governance Committee

EXECUTIVE COMMITTEE

DELEGATED POWERS

Strategic	• approving the Authority's Policies • approving the Authority's Annual Statement of Assurance
Financial	• reviewing the Authority's discretions under the Local Government Pension Scheme (LGPS) and Firefighters Pension Schemes
Appointment and Terms and Conditions	• appointing Brigade Directors in accordance with the Pay Policy Statement • approving the terms and conditions of employment of the Legal Adviser and Monitoring Officer and Treasurer • approving the local pay and terms and conditions of Brigade Managers in accordance with the Pay Policy Statement
Hearings and Appeals	• hearing grievances and disciplines in respect of Brigade Managers, Treasurer and Legal Adviser & Monitoring Officer • hearing an appeal against cases of dismissal relating to all Brigade staff • hearing an appeal against withholding Members' allowances
Governance	• making urgent decisions where it is not practicable to call a meeting of the Authority, subject to a follow up report to the next Fire Authority meeting setting out the reason for the urgency and the decision reached • approving overseas travel outside the European Union • making decisions on any matters concerning an industrial dispute with Trade Unions
Consultation	• consulting/liaising with recognised Trade Unions on the formulation of Authority's policies before final decisions are reached • responding to consultation documents both nationally and regionally
Procurement	• compiling tender lists, opening tenders and accepting the most suitable in accordance with the Authority's Constitution and Contract Procedure Rules