

**Avon Fire Authority**  
**General Purposes Committee**

**TERMS OF REFERENCE**

**Membership**

There will be 7 Members of the Committee with a quorum of 4.

**Meeting Frequency**

The Committee shall meet 4 times in the municipal year and as required to deal with urgent business.

**Reporting to**

Minutes go to the Fire Authority

**Purpose**

The planning and monitoring of the strategy direction of the organisation.

**Lead Officer**

Chief Fire Officer

**Functions**

- To consider and make recommendations to the Fire Authority on the IRMP, the Medium Term Financial Plan, Council Tax and other strategic matters.
- To consider recommendations to be made to the Fire Authority for annual cost reduction, efficiency savings and business transformation proposals.
- To ensure that the organisation is fully engaged in any strategic or other external partnership structures in respect of which it is a member organisation or consultee.
- To ensure that the organisation works collaboratively with other Fire and Rescue Services to deliver interoperability.
- To ensure that the organisation collaborates with other emergency services, Category 1 & 2 responders and the Local Resilience Forum.
- To respond to any consultation process on behalf of the Fire Authority affecting the fire and rescue authorities generally from Government, the LGA, CFOA or any other source.
- Monitor and review financial performance including revenue and capital budgets, treasury management, the use of resources and fees and charges.
- Authorise capital and revenue virements in excess of limits delegated to the Treasurer and Chief Fire Officer and to authorise capital re-phasing where necessary.

- Monitor and review key operational performance targets and ensure that the Authority has an effective performance management framework in place.
- To determine any matter within existing policy and the budget of the Fire Authority not specifically reserved to the Fire Authority itself for decision, within the Terms of Reference of another committee or in the Scheme of Delegations.
- To undertake any Member-led consultations with recognised Trades Unions.
- To deal with such specific matters as may be referred to the Committee from time to time by the Fire Authority.
- To deal with any matter reserved to the Fire Authority for decision that requires determination between meetings of the Fire Authority.

### **Delegated Authority**

- Budget Virements – approval of a virement above the level of Officer delegated authority (£5,000 or 10% of a budget whichever is the greater) provided that the virement is not required to be spent on areas of expenditure not previously approved by the Fire Authority in setting the Budget.
- Allocation of underspends subject to any upper limit the Fire Authority may impose.
- Procurement – approval of tenders from £250,001 up to £500,000. (NB tenders from £500,001 will need the approval of the Fire Authority)
- Write Off – approval of any write off from £10,001 up to £50,000. (NB write offs from £50,001 will need the approval of the Fire Authority).