

Avon Fire Authority

Performance, Review and Scrutiny Committee

TERMS OF REFERENCE

Membership

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

Meeting Frequency

The Committee will meet 4 times per municipal year and as required to deal with urgent business.

Reporting to

Minutes go to the Fire Authority

Purpose

The scrutiny of the performance of and the delivery of the Authority's policies, plans and objectives.

Functions

- To develop and agree an Annual Work Programme for the municipal year.
- To consider reports on the outcome of the reviews making recommendations to the Authority as to how service improvements can be put in place and to monitor their implementation on a regular basis.
- To consider and make recommendations to the Authority on the Service Plan, the Medium Term Financial Plan, Council Tax and other strategic matters.
- To consider recommendations to be made to the Authority for annual cost reduction, efficiency savings and business transformation proposals.
- To ensure that the organisation works collaboratively with other Fire and Rescue Authorities (FRAs) 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 Authority affecting FRAs generally from Government, the LGA, NFCC 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 CFO and to authorise capital re-phasing where necessary.

- Monitor and review key 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 Authority not specifically reserved to the Authority itself for decision, within the Terms of Reference of another committee or in the Scheme of Delegation.
- 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 Authority.
- To deal with any matter reserved to the Authority for decision that requires determination between meetings of the Authority.

Delegated Authority

- Budget Virements – approval of a virement above the level of Officer delegated authority Specified Amount 1 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 Authority in setting the Budget.
- Allocation of underspends subject to any upper limit the Authority may impose.
- Procurement – approval of tenders between Specified Amounts 2.
- Write Off – approval of any write off between Specified Amounts 3.

Lead Officers

Director of Service Delivery

