

Appendix A

West Midlands Fire and Rescue Authority – Core Strategic Tasks and Delegations

Task	Aspects delegated
Setting Strategic Direction and Budget	
Agree and regularly review the strategic plan for Fire Service put forward by officers including priorities and outcomes that it should achieve.	
Agree the annual budget put forward by officers to fund delivery of the strategic plan including a medium-term financial strategy, efficiency and productivity plan and reserves strategy.	
Approve significant changes to the way the service uses its estate and assets and scrutinise the effective use of those resources.	
Approve significant changes to either the strategy or budget including significant new expenditure in line with the Authority's Financial Regulations.	
Actively scrutinise and challenge the delivery of the strategy effective budget management and value for money.	Audit and Risk Committee have delegated responsibility to
Regularly monitor and scrutinise delivery against the strategic plan, including delivery against agreed performance metrics	Scrutiny Committee have delegated responsibility for various areas of performance and project scrutiny.
Regularly review and update the Authority's Constitution and other key governance documents.	
Community Risk Management Planning	
Scrutinise the development of, approve and ensure the publication of the Community Risk Management Plan (CRMP) as developed by officers.	Scrutiny Committee provide scrutiny of the CRMP process and content ahead of consideration by Full Authority.
Actively scrutinise and challenge the service to ensure it is effectively assessing all foreseeable fire and rescue risks that could affect the communities of the West Midlands through the CRMP.	Audit and Risk Committee support the Authority to scrutinise the effectiveness of risk analysis

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Ensure and promote effective consultation with the public and key stakeholders on the CRMP and at all other times as required by legislation, regulations and the service's external consultation policy.	
Assurance against key functions	
Actively scrutinise and challenge the service to ensure it is effectively delivering on the requirement to prevent, protect and respond to fires and other emergencies.	Scrutiny Committee and Audit and Risk Committee have various delegated responsibilities to support the full authority in this scrutiny and challenge role.
Actively scrutinise and challenge the service to ensure it is effectively collaborating with other emergency services and partners and delivering an interoperable service.	Scrutiny Committee has specific delegated responsibility for assessing the effectiveness of partnerships, interoperability and collaboration.
Actively scrutinise and challenge the service to ensure it is effectively contributing to national resilience and has effective business continuity processes are in place in line with requirements of the CCA.	
Actively scrutinise the service's people/workforce strategy, including the provision of appropriate training and staff welfare support and provision, and delivers in line with nationally agreed professional standards.	Scrutiny Committee has overall delegated responsibility for scrutiny of the service's People and HR policies and plans.
Scrutinise officers on the effective identification, monitoring and mitigation of corporate risks..	Fully delegated to Audit and Risk Committee
Scrutinise the effectiveness of the service's complaint handling process.	Fully delegated to Scrutiny Committee, with annual complaint handling report provided to full Authority.
Key publications and Transparency	
Publish all relevant papers and minutes of authority business within relevant statutory timelines.	
Ensure public access to authority business, policies and documentation except where specifically exempted.	

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Publish all documentation required by law including Annual Statement of Assurance, Annual Pay Policy Statement, Annual Governance Statement and Annual Statements of Accounts.	
Scrutinise the service and authority's compliance with the Local Government Transparency Code	Fully delegated to Scrutiny Committee
Conduct and Ethics	
Approve and implement a comprehensive member Code of Conduct	Standards Committee has delegated responsibility to review and update the Code of Conduct for Full Authority approval.
Ensure effective investigation and action in cases of breaches of the Code of Conduct	Standards Committee has delegated role to hear outcomes of standards investigations commissioned by the Monitoring Officer.
Support an effective disciplinary and appeals process for principal and statutory officers	Standards and Appeals Committee has delegated responsibility
Holding Officers to account	
Hold the Chief Fire Officer, as Head of Paid Service, the Monitoring Officer, Section 151 Officer and Clerk to account for the effective delivery of their roles,	All Committees also responsible for this in line with their Terms of reference.
Hold to account all other officers acting under delegated authority on behalf of the Chief Fire Officer, Monitoring Officer or Section 151 Officer.	All Committees also responsible for this in line with their Terms of reference.
Undertake effective recruitment of Principal and Statutory Officers in line with the Constitution and Service and Authority recruitment policy	Appointments Committee have delegated responsibility to interview and recommend for appointment all such roles.
Pensions	
Hear Stage 2 Appeals under the Pensions Act 1995	Full delegated to Appeals Committees