

### Constitution and Terms of Reference

#### Executive Committee

To deal with all matters of an urgent nature which in the opinion of the Clerk/Monitoring Officer cannot reasonably be delayed until the next ordinary meeting of the Authority or appropriate committee.

To approve the Service's strategic planning document 'The Plan' on behalf of the Authority.

To approve any matters arising from the outcomes of the Integrated Risk Management process.

To deal with matters that can be dealt with locally as part of the modernisation agenda.

To approve the procurement process in respect of tenders where the estimated value exceeds £100,000.

To approve the award of contracts valued in excess of £100,000 where it is proposed to accept a tender other than the most economically advantageous (highest score) or lowest price; or the value of the contract exceeds the identified funding provisions; or where the Committee/Authority has indicated at pre-tender stage that it reserves the right to approve the award of a particular contract.

To receive reports on the financial and other benefits arising from contracts let by way of negotiation where the estimated value of the contract exceeds £100,000, prior to the award of the contract.

To monitor retrospectively twice yearly the award of all contracts in excess of £100,000 and in particular those to which an exemption to the Procurement Procedures has been approved.

To monitor retrospectively the award of contracts valued over £30,000 but less than £100,000 where a tender other than the most economically advantageous (highest score) or lowest price has been accepted, or where the contract has been extended and this was not an option at the time of the award of the contract.

To consider recommendations arising from meetings of the West Midlands Regional Management Board.

To deal with matters relating to the Members Allowances Scheme.

To consider and make recommendations to the Authority on the conditions of service and salary of the posts of Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officers and non-uniformed Directors.

To approve arrangements for partnership working, funding and/or goods, works or services provided freely from external sources, including external funding agreements, above £20,000 in value.

To receive regular updates from Lead Members with regard to current issues affecting his/her portfolio and his/her activities in pursuance of corporate aims and objectives.

To deal with any other matters referred to it by the Authority.

To submit its minutes to the Authority.