

**West Midlands Fire and Rescue Authority**

**Constitution and Terms of Reference 2006/2007**

**Executive Committee**

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

To consider and monitor the Authority's budget as necessary and to make appropriate recommendations.

To award contracts in circumstances where it is recommended to accept other than the lowest tender received.

To open and accept tenders for contracts where the estimated value exceeds £100,000.

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

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 Officers.

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 consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.

To be satisfied that the authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and any actions required to improve it.

To review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.

To monitor management action in response to the issues raised by external audit.

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

To submit its minutes to the Authority.

### **Appointments Committee**

To make the appointments of the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officers.

To submit its minutes to the Authority.

### **Appeals Committee**

To hear and decide upon:-

Disputes under the national conditions of service for uniformed and non-uniformed personnel.

Appeals under the Firemen's Pension Scheme Order.

Appeals under the Local Government Superannuation Regulations.

To submit its minutes to the Authority.

## **Policy Planning Forum**

To provide for the consideration of key policy areas affecting the Authority and service delivery.

To submit its notes to the Authority.

## **Standards Committee**

To promote and maintain high standards of conduct by members of the Authority.

To assist Members of the Authority to observe the Authority's Code of Conduct, specifically:-

- To advise the Authority on the adoption or revision of a Code of Conduct.

- To monitor the operation of the Authority's Code of Conduct.

- To advise, train or arrange for training for Members of the Authority on matters relating to the Authority's Code of Conduct.

To consider and make a determination on reports referred to the Committee by the Monitoring Officer with regard to alleged breaches of the Authority's Code of Conduct that have been referred to him for investigation by an ethical standards officer of the Standards Board for England.

To exercise any functions which the Authority may consider appropriate from time to time.

To submit its minutes to the Authority.

## **Joint Consultative Panel**

To establish regular methods of consultation between the Authority and its employees and to consider and make recommendations on any problems which may arise.

To consider and make recommendations to the Authority on any relevant matter referred to it by the Authority or by the relevant employee organisations.

To consider and make recommendations to the Authority on the application of the terms and conditions of service for employees.

To discharge such other functions as are specifically assigned to it.

In appropriate circumstances, to refer any question coming before it to the National Joint Council for consideration and advice where such action is deemed advisable; to inform the National Joint Council or any other appropriate body concerned of any recommendations of the Panel which appear to be of more than local interest provided that any such action shall be by way of a recommendation to the Authority prior to its submission.

To submit its notes to the Authority.