

SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE

1. PURPOSE OF COMMITTEE	FA 28.07.08 Min No. 50
1.1 The committee demonstrates the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.	FA 28.07.08 Min No. 50
2. GENERAL AUTHORITY OF THE COMMITTEE	FA 28.07.08 Min No. 50
2.1 The committee is authorised by the Fire & Rescue Authority to:	FA 28.07.08 Min No. 50 ACO CS Del No. 6.1.6(iv) 04.04.10
2.1.1 investigate or make a detailed examination of any activity within the scope of these Terms of Reference;	FA 28.07.08 Min No. 50
2.1.2 take decisions upon any issues within the scope of these Terms of Reference unless the matter requires specific Fire & Rescue Authority approval by virtue of legislative provision(s);	FA 28.07.08 Min No. 50 ACO CS Del No. 6.1.6(iv) 04.04.10
2.1.3 make recommendations to Fire & Rescue Authority or another committee or working group upon any issue within the scope of these Terms of Reference;	FA 28.07.08 Min No. 50 ACO CS Del No. 6.1.6(iv) 04.04.10
2.1.4 seek any information that it requires to undertake its duties from the relevant Director or Head of Service;	FA 28.07.08 Min No. 50
2.1.5 request the attendance of outsiders with relevant experience and expertise if this is considered necessary; and	FA 28.07.08 Min No. 50
2.1.6 respond to any consultation by an outside body	FA 28.07.08

upon any issue within the scope of these Terms of Reference.	Min No. 50
3. GENERAL FUNCTIONS OF THE COMMITTEE	FA 28.07.08 Min No. 50
3.1 The committee is responsible for the planning and management of the Authority's financial resources, including authorising expenditure, virement of funds and donations of equipment or other property within the remit of the Authority's Financial Regulations . It oversees the financial reporting process and provides a detailed examination of financial performance, including the extent that this affects the Authority's exposure to risk and weakens the control environment. The committee also provides assurance of the adequacy of the risk management framework and the associated control environment.	FA 28.07.08 Min No. 50 Amended FA 09.11.09 Min No 78
3.2 Within the scope of the committee it will also assist the Fire & Rescue Authority in policy and strategy development issues relating to finance, audit, performance management and good governance issues.	FA 28.07.08 Min No. 50 ACO CS Del No. 6.1.6(iv) 04.04.10
4. SPECIFIC FUNCTIONS OF THE COMMITTEE	FA 28.07.08 Min No. 50
4.1 The specific functions of the committee shall be:	FA 28.07.08 Min No. 50
4.2 Financial reporting	FA 28.07.08 Min No. 50
4.2.1 To review, and challenge where necessary, the Authority's financial statements, interim reports, preliminary projections and related formal statements before clearance by the auditors. Particular attention will be paid to:	FA 28.07.08 Min No. 50
<ul style="list-style-type: none"> a) critical accounting policies and practices, and any changes in them b) the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed c) the clarity of reports d) significant adjustments resulting from audit e) compliance with accounting standards 	FA 28.07.08 Min No. 50

f) compliance with other legal requirements;	
4.2.2 to monitor management action in response to issues raised in relation to financial reporting; and	FA 28.07.08 Min No. 50
4.3 Internal control and risk management	FA 28.07.08 Min No. 50
4.3.1 To review the Authority's procedures for detecting fraud and corruption and whistle blowing and ensure that arrangements are in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, financial control or any other matters;	FA 28.07.08 Min No. 50
4.3.2 to review management's and the internal auditor's reports on the effectiveness of the systems for internal financial control, financial reporting and risk management;	FA 28.07.08 Min No. 50
4.3.3 to monitor the integrity of the Authority's internal financial controls;	FA 28.07.08 Min No. 50
4.3.4 to review and approve the Authority's assurance statements, including the Statement on Internal Control, and be satisfied that these properly reflect the risk environment and any actions required to improve it;	FA 28.07.08 Min No. 50
4.3.5 to assess the scope and effectiveness of the systems established to identify, assess, manage and monitor financial risks; and	FA 28.07.08 Min No. 50
4.3.6 to review and approve the Authority's Corporate Risk Register.	FA 28.07.08 Min No. 50
4.4 Internal Audit	FA 28.07.08 Min No. 50
4.4.1 To review and approve the internal audit programme for the Authority and to ensure that the internal audit function is adequately resourced;	FA 28.07.08 Min No. 50
4.4.2 to receive a report on the results of the internal auditors' work on a periodic basis;	FA 28.07.08 Min No. 50

4.4.3 to receive the annual report of the internal auditor;	FA 28.07.08 Min No. 50
4.4.4 to review and monitor action taken by departments as a result of the internal auditor's findings and recommendations;	FA 28.07.08 Min No. 50
4.4.5 to monitor and assess the role and effectiveness of the internal audit function in the overall context of the Authority's risk management system; and	FA 28.07.08 Min No. 50
4.4.6 where necessary, direct action to be taken as a consequence of an internal audit report.	FA 28.07.08 Min No. 50
4.4.7 to meet with the internal auditors without management present on an annual basis	FA 28.07.08 Min No. 50 Amended FA 09.11.09 Min No 78
4.5 External Audit and Inspection	FA 28.07.08 Min No. 50
4.5.1 To oversee the Authority's relations with the external auditor;	FA 28.07.08 Min No. 50
4.5.2 to approve the terms of engagement and the remuneration to be paid to the external auditor in respect of audit and inspection services provided;	FA 28.07.08 Min No. 50
4.5.3 to review with the external auditors, the findings of their work, including, any major issues that arose during the course of the audit and have subsequently been resolved and those issues that have been left unresolved; key accounting and audit judgements; levels of errors identified during the audit, obtaining explanations from managers and, where necessary the external auditors, as to why certain errors might remain unadjusted;	FA 28.07.08 Min No. 50
4.5.4 to review and monitor action taken by departments as a result of the external auditor's findings and recommendations;	FA 28.07.08 Min No. 50
4.5.5 where necessary, direct action to be taken as a	FA 28.07.08

consequence of an external audit report;	Min No. 50
4.5.6 to assess, at the end of the audit cycle, the effectiveness of the audit process by:	FA 28.07.08 Min No. 50
4.5.6.1 reviewing whether the auditor has met the agreed audit plan and understanding the reasons for any changes, including changes in perceived audit risks and the work undertaken by the external auditors to address those risks,	FA 28.07.08 Min No. 50
4.5.6.2 consideration of the robustness and perceptiveness of the auditors in: a) their handling of the key accounting and audit judgements identified and b) in responding to questions from the audit committees, and c) in their commentary, where appropriate, on the systems of internal control,	FA 28.07.08 Min No. 50
4.5.6.3 obtaining feedback about the conduct of the audit from key people involved; and	FA 28.07.08 Min No. 50
4.5.7 to review and monitor the content of the external auditor's management letter, in order to assess whether it is based on a good understanding of the Authority's business and establish whether recommendations have been acted upon and, if not, the reasons why they have not been acted upon.	FA 28.07.08 Min No. 50
4.5.8 to meet with the internal auditors without management present on an annual basis	FA 09.11.09 Min No 78
4.6 Performance Management Quarterly performance and statistics reports will be provided in the first instance to the Fire and Rescue Authority for consideration. Fire and Rescue Authority will refer any issues or trends they require more detailed scrutiny upon to this committee and these specific functions should be read in this context where appropriate.	FA 28.07.08 Min No. 50 FA 09.05.11 Min No. 114.2
4.6.1 To review, monitor and challenge the performance monitoring framework;	FA 28.07.08 Min No. 50

4.6.2	to consider and challenge the performance review systems and targets, including the Welsh Assembly Government strategic and core indicators, and ensure that they are implemented and monitored for use by the Authority;	FA 28.07.08 Min No. 50
4.6.3	to promote a focus on performance targets and the validation of the underpinning data;	FA 28.07.08 Min No. 50
4.6.4	to advise on the setting of relevant performance indicators and targets in annual plans and corporate strategies, and monitor their progress;	FA 28.07.08 Min No. 50
4.6.5	to identify and review areas of performance in need of improvement;	FA 28.07.08 Min No. 50
4.6.6	to ensure delivery of the Authority's Risk Reduction Plan's aims, targets and results; and	FA 28.07.08 Min No. 50
4.6.7	to receive all external reports on the performance of the Authority, consider and recommend to the Authority action plans relating to these reports and to monitor progress against approved action plans.	FA 28.07.08 Min No. 50
4.7 Wales Programme For Improvement & the Local Government Measure		FA 28.07.08 Min No. 50 FA 24.05.10 Min No. 161
4.7.1	To review, approve, challenge (where necessary) and monitor the Performance and Improvement Plan;	FA 28.07.08 Min No. 50
4.7.2	to review, challenge (where necessary) and monitor the Operational Assurance Self Assessment;	FA 28.07.08 Min No. 50 FA 24.05.10 Min No. 161
4.7.3	to receive periodic reports on the performance management of relevant areas of the Service; and	FA 28.07.08 Min No. 50
4.7.4	to consider comparative studies including benchmarking and best practice.	FA 28.07.08 Min No. 50
4.7.5	to review and challenge (where necessary) the arrangements in place to secure continuous	FA 24.05.10 Min No. 161

improvement of service delivery	
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SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

HR AND EQUALITIES COMMITTEE

1	PURPOSE OF THE COMMITTEE	
1.1	The Committee demonstrates the Authority's commitment to ensuring that the Service has a well-equipped, skilled and motivated workforce that is able to work safely and whose composition reflects the diverse communities it serves.	FA 18.5.09 Min No. 150
2	TERMS OF REFERENCE	
2.1	The Committee is authorised by the Fire and Rescue Authority to:	FA 18.5.09 Min No. 150
2.1.1	monitor staff work/life balance, working conditions and well-being, including the monitoring of absence.	FA 18.5.09 Min No. 150
2.1.2	monitor the implementation and operation by Service of Human Resources and Equality frameworks, policies and procedures, and ensure that action is taken where appropriate.	FA 18.5.09 Min No. 150
2.1.3	where Service procedures so provide, act as an Appeals Committee following hearings under disciplinary, grievance and other procedures (including capability).	FA 18.5.09 Min No. 150
2.1.4	receive and consider reports from the Service's Human Resources and Equality Officers and determine responses where appropriate.	FA 18.5.09 Min No. 150
2.1.5	Monitor the implementation and operation of the training and development function of the Service and Member training and development to include the implementation and achievement of the Member Charter	FA 18.5.09 Min No. 150 FA 24.05.10 Min No.162

SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

STANDARDS COMMITTEE

1.	Promoting and maintaining high standards of conduct by councillors and co-opted members.	FA 18.5.09 Min No. 150
2.	Assisting councillors and co-opted members to observe the Members Code of Conduct.	FA 18.5.09 Min No. 150
3.	Advising the Authority on the adoption or revision of the Members Code of Conduct.	FA 18.5.09 Min No. 150
4.	Monitoring the operation of the Members Code of Conduct.	FA 18.5.09 Min No. 150
5.	Advising, training or arranging to train councillors and co-opted members on matters relating to the Members Code of Conduct.	FA 18.5.09 Min No. 150
6.	Granting dispensations to councillors relating to interests set out in the Members Code of Conduct.	FA 18.5.09 Min No. 150
7.	Dealing with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter referred to that officer by the Local Commissioner in Wales.	FA 18.5.09 Min No. 150

TERMS OF REFERENCE
FINANCE WORKING GROUP

1. PURPOSE OF THE WORKING GROUP	FRA
1.1 The working group demonstrates the Authority's commitment to the efficient and effective deployment of public resources and to give assurance that available funding is utilised as efficiently and effectively as possible to protect the level of service offered to the public within the core priorities defined by the Fire and Rescue Authority.	FA 08.02.10 Min No. 123
2. SPECIFIC RESPONSIBILITIES OF THE WORKING GROUP	
<p>2.1 To review, and challenge where necessary, the make-up of the Authority's revenue and capital budget with a view to cost reduction or value enhancement. Particular attention will be paid to:</p> <ul style="list-style-type: none"> a) the clarity of budget headings b) the statutory requirements of the Authority to deliver a service to the public of South Wales c) the national commitments of the Authority to deliver a service on strategic issues such as national resilience d) the relationship of the budget with key corporate documents of the Authority e) carrying out spending reviews of budgets to enable assessments of current spending policy against future financial predictions of the organisation within the Medium Term Financial Strategy f) Reviewing past performance of selected budget areas when assessing current and future years requirements g) reviewing the budget setting process for revenue and capital budgets for improvements that could be made for future years 	FA 08.02.10 Min No. 123
3. HOW THE WORKING GROUP WILL DISCHARGE ITS RESPONSIBILITIES	
<p>3.1 Scrutiny of the Medium Term Financial Plan 3.2 Scrutiny of Budget Holders 3.3 Scrutiny of capital and revenue budget monitoring reports 3.4 Reports to the Finance, Audit and Performance Management Committee</p>	FA 08.02.10 Min No. 123

TERMS OF REFERENCE
ASSET MANAGEMENT WORKING GROUP

PURPOSE OF THE WORKING GROUP	
The working group demonstrates the Authority's commitment to the efficient and effective management of its assets and to give assurance that its assets are utilised as efficiently and effectively as possible to ensure the level of service offered to the public within the core priorities defined by the Fire and Rescue Authority is delivered.	FA 24.05.10 Min No.
SPECIFIC RESPONSIBILITIES OF THE WORKING GROUP	
<p>To review, monitor and challenge where necessary, the management of the Authority's assets. Particular attention will be paid to:</p> <ul style="list-style-type: none"> - the statutory requirements of the Authority to deliver a service to the public of South Wales - The statutory requirements of the Authority of running an organisation (including health and safety management) - the relationship of our assets with key corporate documents of the Authority - carrying out specific reviews of the Authority's performance in the management of its assets - to consider and challenge the performance review systems and targets - to consider collaborative opportunities for the Authority in the management of its assets 	FA 24.05.10 Min No.
HOW THE WORKING GROUP WILL DISCHARGE ITS RESPONSIBILITIES	
<ul style="list-style-type: none"> - Scrutiny of the Asset Management Strategy - Scrutiny of the Land and Buildings Management Plan - Scrutiny of the ICT Management Plan - Scrutiny of the Fleet and Vehicles Management Plan - Scrutiny of the Plant and Equipment Management Plan - Scrutiny of the Minor Assets Management Plan - Reports to the Finance, Audit and Performance Management Committee 	FA 24.05.10 Min No.