



DERBYSHIRE FIRE AND RESCUE AUTHORITY

2011/2012 ANNUAL WORK PROGRAMME

Terms of Reference Area	02 Jun 2011	30 Jun 2011	22 Sep 2011	15 Dec 2011	23 Feb 2012	15 Mar 2012	Supporting Information
Reviews / Approvals							
Review of Committee's effectiveness, ToR. Work programme etc.	X						
Review report of the CFO & CEO	X	● X	X	X	X	X	
Monitoring officers' annual report	X						Report will include: <ul style="list-style-type: none"> • Review of statutory duties and how they are being met. • Review/approval of changes to constitution.
Approve Service Plan, associated performance targets and note the supporting Workforce Strategy						X	
Approve the Annual Internal Audit Plan (Derby City)		● X					
Approve the Inclusion Strategy			X				
Receive the Inclusion and Equality Annual report			X				
Approve the Annual Statement of Accounts and			X				

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Annual Report for publication							
Revenue Budget and Capital Programme Monitoring		● X	X	X		X	
Approval of Prudential Code and Treasury Management Strategy					X		
Approve the Annual Governance Statement for publication		● X					
Agree Member development needs		● X					
Provide closure report on five year Capital Programme						X	
Approve ten year capital programme						X	
Review backlog maintenance						X	
Review performance information including: <ul style="list-style-type: none"> Achievement of Service priorities/objectives Performance Measures 		● X		X			6 monthly for information

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Financial							
Review budget consultation return				X	X		Interim report Dec. Full report Feb.
Set the annual Service, revenue and Capital budget					X		
Local review of Brigade Managers pay				X			
Approve Medium Term Financial Strategy				X			
Areas to be reported as appropriate							
<ul style="list-style-type: none"> • Review / approve changes to schemes of delegation • Receive and consider reports from the Authority's Standards Committee and working groups. • Receive, review and respond to external reports and consultation documents. • Review significant development strategies, plans, major acquisitions, contracts etc. • HR related matters requiring FA decision where they are not covered by the CFO delegated powers. • Review / approve changes to financial regulations including any changes to contract procedure rules • Approve tenders and raising or orders where they are not covered by the CFO delegated powers. • Liaise with Audit Commission of the appointment of the Authority's external auditor (Last appointed in 2008 – due renewal approximately every 5 years). • Review / approve changes to Member's codes of conduct. 							