

## COMMITTEE ANNUAL WORK PROGRAMME 2020/21

### DERBYSHIRE FIRE & RESCUE AUTHORITY

Terms of Reference Area	24 Sep 2020	3 Dec 2020	11 Feb 2021	25 Mar 2021	17 Jun 2021 AGM	22 Jul 2021	Supporting Information
<b>Reviews / Approvals</b>							
Review Work Programme					X		
Verbal Update of the CFO/CE	X	X	X	X	X	X	
Monitoring Officer's annual report					X		<b>Report will include:</b> <ul style="list-style-type: none"> <li>• Review of statutory duties and how they are being met.</li> <li>• Review/approval of changes to constitution</li> </ul>
Approve draft IRMP 'Our Plan' for consultation if appropriate		X					
Approve IRMP 'Our Plan' and Action Plan				X			
Review Effectiveness of Internal Audit					X		
Approve the Annual Internal Audit Plan (Derby City)					X		
Approve the Annual Statement of Accounts						X	
Approve the Annual Report for publication					X		

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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		
Review Member Allowances	X						
Report of Member Allowance Expenditure	X				X		
Review performance information via the Performance Dashboard		X			X		Supported by the Performance Management Dashboard – a web based application that reports on real time performance
<b>Financial</b>							
Review budget consultation outcomes		X	X				Interim report December 2019 Full report February 2020
Set the annual Service, Revenue Budget and Capital Programme			X				
Local review of Brigade Managers pay and publication of Pay Policy Statement				X			
Approve Medium Term Financial Strategy		X					

### **Areas to be reported as appropriate**

- 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 FRA decision where they are not covered by the CE delegated powers.
- Review / approve changes to financial regulations including any changes to contract procedure rules.
- Approve tenders and raising of orders where they are not covered by the CE delegated powers.
- Liaison with external auditors on Audit reports.
- Review / approve changes to Members' Code of Conduct
- Agree Member development needs