

## COMMITTEE ANNUAL WORK PROGRAMME 2019/20

### DERBYSHIRE FIRE & RESCUE AUTHORITY

Terms of Reference Area	26 Sep 2019	5 Dec 2019	13 Feb 2020	26 Mar 2020	18 Jun 2020 AGM	23 Jul 2020	Supporting Information
<b>Reviews / Approvals</b>							
Review Work Programme					X		
Verbal Update of the CFO/CE	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 for consultation		X					
Approve IRMP and Year One 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

## MEMBERS' STANDARDS COMMITTEE

Terms of Reference Area	26 Sep 2019	5 Dec 2019	26 Mar 2020	Supporting Information
<b>Training of Members</b>				
Provide advice and training for Members and Co-opted members regarding matters relating to the Members Code of Conduct and ethics	X	X	X	Training to be provided if necessary and will be offered to all Members on the FRA.
<b>Code of Conduct of Members</b>				
Review and provide advice to the Authority regarding the adoption/revision of the Members' Code of Conduct	X			
Monitor the operation and effectiveness of the Members' Code of Conduct, when appropriate	X	X	X	A Standards Committee update is included in the Monitoring Officer's Annual Report
Review and, where acceptable, grant dispensations to members and co-opted members from the requirements relating to interests as set out in the Members Code of Conduct, when appropriate	X	X	X	
Consider applications for exemption from political restriction and take appropriate action, when appropriate	X	X	X	
<b>Complaints / Misconduct relating to Members</b>				
Perform initial assessments of allegations of misconduct, when raised	X	X	X	
Action requests to review assessment decisions, when raised	X	X	X	
Take appropriate action in response to complaint investigations against a Member, when raised	X	X	X	

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<b>External Inputs</b>				
Review and action reports from the Monitoring Officer, when appropriate	X	X	X	
Review and action reports from the Home Office and HMICFRS, when appropriate	X	X	X	
Assess reports from the Ombudsman, when issued, and develop protocols accordingly	X	X	X	
<b>Monitoring Activities</b>				
Maintain an overview of the constitution, as required	X	X	X	
Maintain an overview of whistle blowing activities, as appropriate relating to Members	X	X	X	
Promote and maintain high ethical standards	X	X	X	Carried out by enforcing Members' Code of Conduct and by training

## GOVERNANCE & PERFORMANCE WORKING GROUP

Terms of Reference Area	9 Sep 2019	11 Nov 2019	24 Feb 2020	1 June 2020	Supporting Information
<b>Audit Activity</b>					
Scrutinise recommendations of external audit reports	X	X	X	X	<ul style="list-style-type: none"> <li>Quarterly progress reports</li> <li>Annual audit and inspection letter</li> </ul>
Review internal audit activity (actual and proposed) to ensure it provides the required level of assurance and recommend the annual internal audit plan to FRA				X	
Monitor progress of significant audit corrective actions		X		X	
<b>Governance &amp; Risk Management Framework</b>					
Oversee information for the production of the AGS	X	X	X	X	
Scrutiny reviews: <ul style="list-style-type: none"> <li>Joint Control Project</li> <li>Human Resources</li> <li>Payroll System Scoping</li> <li>HMICFRS and Home Office Response Statistics</li> </ul>					As directed, ensuring Members engage in the scrutiny process. Consider use of criteria to determine need
Annual report and opinion from Internal Audit				X	To support the preparation of the AGS
Independent evaluation of Internal Audit				X	
Review of the IRMP including community, corporate and portfolio risks	X	X	X	X	Report using the Performance Management Dashboard – a web-based application that reports on real time performance.

<b>Scrutiny Functions</b>					
Scrutinise relevant performance management information	X	X	X	X	Supported by the Performance Management Dashboard – a web-based application that reports on real time performance.
<b>Accounts</b>					
Scrutinise and review the Annual Statement of Accounts	X				
<b>Areas to be reported as appropriate</b>					
<ul style="list-style-type: none"> <li>• Review issues arising from external audit reports as appropriate</li> <li>• Treasurer updates as required</li> </ul>					

## INCLUSION AND EQUALITY FORUM

Terms of Reference Area	15 Oct 2019	14 Jan 2020	28 Apr 2020	Supporting Information
<b>Reviews/Approvals</b>				
Monitor and constructively challenge evidence of performance progress against objectives in the Diversity & Inclusion Strategy and associated Fire and Rescue Service Equality Framework	X	X	X	
Contribute to the setting of Inclusion and Equality performance targets, where applicable and annual monitoring associated with performance statistics	X			
Develop, implement, monitor and review of policy, planning, procedures and practice to support the Diversity & Inclusion Strategy including action planning	X	X	X	
Monitor effectiveness of formal partnership agreements in relation to Inclusion and Equality issues			X	
Review and monitor the effectiveness of the corporate Inclusion and Equality training programme	X			
Review the corporate People Impact Assessment (PIA) programme and audit a sample of PIAs as available through the corporate programme	X	X	X	
<b>Areas to be reported as appropriate</b>				
<ul style="list-style-type: none"> <li>• Receive progress reports from the Inclusion Department on service improvements and progress against statutory equalities duties</li> <li>• Identify priority areas requiring improvement and progress in relation to Inclusion and Equality issues to meet service priorities</li> <li>• Consider the consequential impact of relevant new legislation and national guidance and make recommendations for change to the Service</li> <li>• Act as a consultative forum on key Inclusion and Equality strategies and policies</li> <li>• Ensure that equality, fair treatment and social inclusion are integral to all DFRS decision-making.</li> </ul>				