

COMMITTEE ANNUAL WORK PROGRAMME 2018/19

Appendix 2

DERBYSHIRE FIRE & RESCUE AUTHORITY

Terms of Reference Area	21 Jun 2018 AGM	27 Sep 2018	6 Dec 2018	14 Feb 2019	28 Mar 2019	20 Jun 2019 AGM	25 Jul 2019	Supporting Information
Reviews / Approvals								
Review Work Programme	X					X		
Verbal Update of the CFO/CE	X	X	X	X	X	X		
Monitoring Officer's annual report	X					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 the IRMP					X			
Review Effectiveness of Internal Audit	X					X		
Approve the Annual Internal Audit Plan (Derby City)	X					X		
Approve the Annual Statement of Accounts							X	
Approve the Annual Report for publication	X					X		

Terms of Reference Area	21 Jun 2018 AGM	27 Sep 2018	6 Dec 2018	14 Feb 2019	28 Mar 2019	20 Jun 2019 AGM	26 Jul 2019	Supporting Information
Revenue Budget and Capital Programme Monitoring	X		X	X		X	X	
Approval of Prudential Code and Treasury Management Strategy				X				
Approve the Annual Governance Statement for publication	X					X		
Review Member Allowances		X						
Report of Member Allowance Expenditure		X				X		
Review performance information via the Performance Dashboard	X		X			X		Supported by the Performance Management Dashboard – a web based application that reports on real time performance
Financial								
Review budget consultation outcomes			X	X				Interim report December 2018 Full report February 2019
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			
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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	27 Sep 2018	5 Dec 2018	28 Mar 2019	Supporting Information
Training of Members				
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.
Code of Conduct of Members				
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	
Complaints / Misconduct relating to Members				
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	

Terms of Reference Area	27 Sep 2018	5 Dec 2018	28 Mar 2019	Supporting Information
External Inputs				
Review and action reports from the Monitoring Officer, when appropriate	X	X	X	
Review and action reports from the Department for Communities and Local Government, when appropriate	X	X	X	
Assess reports from the Ombudsman, when issued, and develop protocols accordingly	X	X	X	
Monitoring Activities				
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	10 Sep 2018	12 Nov 2018	25 Feb 2019	3 June 2019	Supporting Information
Audit Activity					
Scrutinise recommendations of external audit reports	X	X	X	X	<ul style="list-style-type: none"> Quarterly progress reports Annual audit and inspection letter
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	
Governance & Risk Management Framework					
Oversee information for the production of the AGS	X	X	X	X	
Scrutiny reviews					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.

Scrutiny Functions					
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.
Accounts					
Scrutinise and review the Annual Statement of Accounts	X				
Areas to be reported as appropriate					
<ul style="list-style-type: none"> • Review issues arising from external audit reports as appropriate • Treasurer updates as required 					

INCLUSION AND EQUALITY FORUM

Terms of Reference Area	2 Oct 2018	15 Jan 2019	30 Apr 2019	Supporting Information
Reviews/Approvals				
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 Equality Impact Assessment (EIA) programme and audit a sample of EIAs as available through the corporate programme	X	X	X	
Areas to be reported as appropriate				
<ul style="list-style-type: none"> • Receive progress reports from the Inclusion Department on service improvements and progress against statutory equalities duties • Identify priority areas requiring improvement and progress in relation to Inclusion and Equality issues to meet service priorities • Consider the consequential impact of relevant new legislation and national guidance and make recommendations for change to the Service • Act as a consultative forum on key Inclusion and Equality strategies and policies • Ensure that equality, fair treatment and social inclusion are integral to all DFRS decision-making. 				