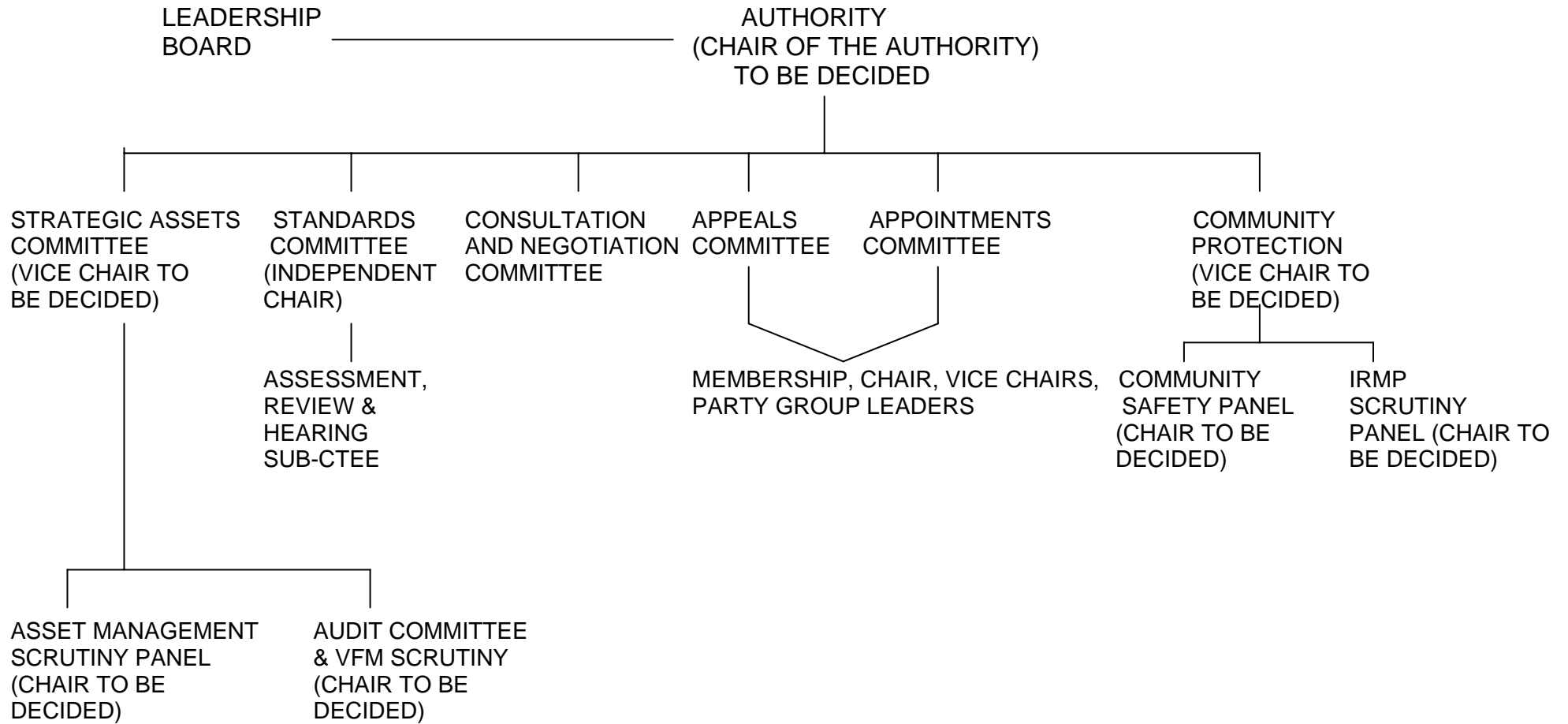


DRAFT REVISED STRUCTURE FOR  
MERSEYSIDE FIRE AUTHORITY

STRUCTURE (DRAFT)



## **EXECUTIVE LEADERSHIP BOARD**

**Membership:** Chair, Vice Chairs, Party Group Leaders

**Attended by:** Chief Fire Officer, Executive Team, Treasurer, Clerk and invitation to other Stakeholders as required. This will be a private meeting, not open to the public.

### **Terms of Reference**

1. Determine the strategic vision and instigate future plans/targets for the Authority.
2. Determine new strategies for policies or changes in policy relating to the development and delivery of services appropriate to this Board.
3. Formulate the Communications / Consultation policies and oversee the Communications / Consultation activities of the Authority;
4. Consider invitations received to attend conferences and seminars;
5. Establish guidelines to assist in the response of the Authority to, and its representation at, such conferences and seminars; and
6. Consider reports detailing the merits of particular conferences and seminars from the Members and/or officers who have attended;
7. Determine applications for early retirement under the provision of such Early Retirement Scheme(s) as may be adopted by the Authority and all matters arising in connection therewith;
8. Consider recommendations of the Consultation and Negotiation Panel; (also under Authority)
9. To contribute towards the overall savings target of the Authority, through the regular scrutiny of expenditure and other budget related issues.
10. To propose, explore and consider options for the generation of additional income from other avenues.
11. To provide an opportunity for Members to gain a thorough knowledge and understanding of financial issues prior to the formal approval of finance related Reports.
12. To consider the value for money implications of Authority decisions.
13. To report any proposals or recommendations to the Strategy & Resources Committee of the Authority.

14. Refer any matter to a Committee of the Authority to oversee development.

## **THE AUTHORITY**

### **Terms of Reference**

1. Approve new policies or changes in policy relating to the development and delivery of services appropriate to this Authority;
2. To consider matters relating to the preparation and delivery of the Authority's Strategic and Integrated Risk Management Plans, including due consideration of recommendations of the IRMP Scrutiny Panel
3. Determine the Authority's Precept.
4. Approve the Authority's Budget.
5. Approve the Delegated Powers to Officers.
6. Refer any matter to the appropriate Scrutiny Panel or to the Audit Committee/VFM Scrutiny Panel where it is considered the matter requires further / in depth scrutiny.
7. Have responsibility for the Authority's Risk Management Strategy.
8. Co-ordinate as necessary the response of the Authority to any reports received from the Audit Commission, or any Constituent District Council;
9. Determine issues related to the liaison with and representation upon outside bodies and organisations;
10. Consider recommendations of the Consultation and Negotiation Panel;
11. To consider all matters relating to Merseyside's interest in Europe.
12. To consider and approve response to statutory consultation documents and any consequent implications for the Authority with respect to Governance arrangements, corporate risk management and business continuity
13. Maintain an overview of the effectiveness of the Constitution
14. Monitor effectiveness and outcomes relating to Authority policies on Whistle Blowing, anti fraud and anti corruption
15. Consider any matter which requires a decision by a designated committee, but cannot await the next meeting of that designated committee.

## Human Resources Activity

16. Consider all issues relating to environmental management and sustainability.
17. Responsible for the examination and approval of staffing models and the organisational structure of departments of the Authority.
18. Consider matters relating to the rates of pay or the Conditions of Service of all employees of the Authority;
19. Responsible for industrial relations and negotiations in relation to Authority employees and for the consideration of all proposals:-
  - (i) to amend existing personnel policies;
  - (ii) to introduce any appropriate personnel management techniques;
  - (iii) Relating to the health and safety of employees;
20. Monitor and review all Equal Opportunities procedures currently in use in the Authority as appropriate implement any proposals for improvement to such procedures

## **STRATEGIC ASSETS COMMITTEE**

**Membership:** 9 members of the Authority

### **Terms of Reference**

1. Determine new policies or changes in policy relating to the development and delivery of services appropriate to this Committee;
2. Convene any Working Parties or Task Groups as may be appropriate to assist in fulfilling the duties of the Committee.
3. Consider and if appropriate, determine any other matters, which may be referred to the Committee by the Authority or the Executive Leadership Board.
4. Consider any matter which requires a decision by the Authority which cannot await its next meeting
5. Consider all matters related to the management of the Authority's assets including buildings, land, ICT and other assets;
6. Oversee the Authority's procurement strategy including potential for commissioning services.
7. Consider all matters related to the delivery of the North West PFI Project including scrutiny of decisions taken in relation to the project by the project board.
8. Contribute towards the overall savings target of the Authority, through the regular scrutiny of expenditure and other budget related issues
9. Exercise financial control over expenditure within the approved revenue budgets and capital programme of the Authority
10. Establish and direct procedures for the implementation, monitoring and amendment of the revenue budget and capital programme
11. Consider recommendations to incur expenditure on the capital account;
12. Consider recommendations for supplementary estimates within available resources;
13. Consider proposals to exercise virement between lines within the approved budget;
14. Consider policies for the raising and investment of funds;
15. Consider proposals for awards of contracts.
16. Consider proposals involving the increasing or reduction of income including the writing off of monies owed to the Authority;

## **COMMUNITY PROTECTION COMMITTEE**

**Membership:** 9 members of the Authority

### **Terms of Reference**

1. Determine new policies or changes in policy relating to the development and delivery of services appropriate to this Committee;
2. Consider all matters related to the delivery of services to the diverse communities of Merseyside, and the development, promotion and delivery of a coordinated strategy for developing and maintaining safer communities;

To include matters relating to:

Safer and Healthier Communities, Emergency response, Reduction in fires, deaths and injuries, Reduction in Road Traffic Collisions, Community Cohesion, and Youth engagement

3. Consider all matters relating to involvement with and delivery of Local Area Agreements.
4. Consider and make decisions in relation to the IRMP
5. Consider all matters related to the Civil Contingencies function of the Authority.
6. Consider the opportunities for and delivery of shared services in partnership with district councils and other agencies.
7. Consider all matters related to the Regional Management Board (RMB) and decisions taken by the RMB.
8. Consider all matters relating to involvement with and delivery of services delivered jointly by the NW Fire and Rescue Services.
9. Consider all matters related to the delivery of the Regional Control project including scrutiny of decisions taken in relation to the project by the project board.
10. Consider all matters relating to Fire Safety Legislation
11. To consider all matters relating to the development of the City Region/Mersey region agenda.
12. Consider any matters relating to the provision of services to the diverse communities of Merseyside.
13. Convene any Working Parties or Task Groups as may be appropriate to assist in fulfilling the duties of the Committee.

14. Consider and if appropriate, determine any other matters, which may be referred to the Committee by the Authority or the Executive Board.
15. Consider any matter which requires a decision by the Authority which cannot await its next meeting



**STANDARDS COMMITTEE OF THE  
MERSEYSIDE FIRE AND RESCUE AUTHORITY**

**POWERS AND DUTIES**

1. To promote and maintain high standards of conduct by the Elected and Co-opted Members of the Authority.
2. To assist Elected and Co-opted Members of the Authority to observe the Authority's Code of Conduct applicable to such persons ("the Code of Conduct").
3. To advise the Authority on the adoption or revision of the Code of Conduct.
4. To monitor the operation of The Code of Conduct.
5. To be responsible for advising, training or arranging to train Elected and Co-opted Members of the Authority on matters relating to The Code of Conduct and the ethical framework.
6. To consider (and where appropriate to adjudicate upon) any matter referred or notified to the Standards Committee by the Monitoring Officer; or Ethical Standards Officer; a Local Commissioner First Tier Tribunal or any other person.
7. To take action prescribed or permitted by law in respect of findings of failure to comply with The Code of Conduct on the part of Elected and Co-opted Members of the Authority.
8. To implement decisions of the First Tier Tribunal that Elected or Co-opted Members of the Authority should be suspended or partially suspended for the period and in the way such tribunal has decided.
9. To consider guidance issued by the Standards Board on matters relating to conduct of Members.
10. To consider recommendations of the First Tier Tribunal relating to the exercise of the Authority's functions, the Authority's Code of Conduct or the Authority's Standards Committee and to authorise the submission of reports to the Standards Board in response to such recommendations.

11. To consider and grant if appropriate applications by Members having prejudicial interests in any matters for dispensation from the requirement to withdraw from the room while a meeting is being held when such matter is being considered.
12. To make recommendations to the Authority as to Members Allowances.
13. Grant exemptions for politically restricted posts.
14. Monitor the effectiveness of the Member/Officer Protocol, the Register of Members' Interests, procedures for complaint assessment, investigation and hearings and all documents associated with the Code of Conduct.
15. Comment upon any review of the Authority's Constitution in particular with regard to ethical governance.

## **STANDARDS (INITIAL ASSESSMENTS) SUB COMMITTEE**

### **OF THE**

## **MERSEYSIDE FIRE & RESCUE AUTHORITY**

### **POWERS AND DUTIES**

#### **Delegated Powers**

1. To undertake an initial assessment of allegations of breaches of the Authority's Code of Conduct by Elected and Co-opted Members appointed to the Authority.
2. To decide whether the allegation should be :-
  - (a) Referred to the Standards Board (e.g. in serious cases).
  - (b) Referred to the Monitoring Officer for investigation.
  - (c) Referred to the Monitoring Officer of another authority for investigation.
  - (d) The subject of no further action.
3. To consider and/or determine any other matters referred to it by the Standards Committee.

**STANDARDS (REVIEW OF INITIAL ASSESSMENTS) SUB COMMITTEE**  
**OF THE**  
**MERSEYSIDE FIRE & RESCUE AUTHORITY**

**POWERS AND DUTIES**

Delegated Powers

1. To undertake a review of the decision of the Standards (Initial Assessments) Sub Committee in respect of allegations of breaches of the Authority's Code of Conduct by Elected and Co-opted Members appointed to the Authority following a request for review of that decision.
2. To decide whether the allegations should be :-
  - (a) Referred to the Standards Board (e.g. in serious cases).
  - (b) Referred to the Monitoring Officer for investigations.
  - (c) Referred to the Monitoring Officer of another authority for investigation.
  - (d) The subject of no further action.
3. To consider and/or determine any other matter referred to it by the Standards Committee.

## **AUDIT AND VFM SCRUTINY COMMITTEE**

### **Functions of the Authority**

- 1) To act as the Authority's Audit Committee**
- 2) To ensure that the Authority provides value for money in all its work**

### **Terms of Reference**

#### **Within a planned forward programme of work**

1. Scrutinise reports referred from the Authority or any of its Committees in relation to Value for Money issues
2. Receive reports on complaints and compliments and refer any issues to the relevant Scrutiny Panel for scrutiny of any recommendations to ensure improved outcomes for the community
3. Scrutinise relevant qualitative and quantitative performance indicators
4. Refer, to the Fire Authority any matter which following scrutiny should be brought to the attention of the Authority.
5. If requested, offer any views or advice to the Strategic Assets Committee on any matter.
6. Receive reports from the Treasurer and where appropriate, the Monitoring Officer, on the efficiency and effectiveness of internal control processes, including probity and to receive Internal Audit reports in this respect.
7. To ensure that an effective interface is in place with external accreditation bodies
8. Liaise with the Audit Commission over the appointment of the external auditor
9. Comment on the scope and depth of external audit work and ensure it gives value for money
10. Commission work and receive reports from external and internal auditors
11. To consider in detail the recommendations of the external auditor's annual letter and other relevant audit reports
12. Agree the annual internal audit programme, to receive reports and monitor against agreed progress
13. Consider the summary of internal audit activity and the level of assurance it can give to the Authority's corporate governance arrangements

14. In performing its role the Committee may wish to consult and involve the local community and other local public, private and voluntary bodies or organisations/stakeholders.

## **ASSET MANAGEMENT SCRUTINY PANEL**

**Membership:** 5 Members of the Authority

### **Function of the Panel**

To undertake scrutiny of the Services provided by the Authority in relation to its Asset Management and Procurement functions. These functions will encompass matters relating to Estates, procurement and other assets of the Authority.

### **Terms of Reference**

#### **Within a planned forward programme of work to:**

1. Undertake general reviews of the Services relevant to this Panel with a cross-cutting planned approach and assist in the development of future policies and strategies.
2. To undertake specific reviews of the organisation and service provision relevant to this Panel with a view to making decisions to improve service delivery
3. Scrutinise decisions relevant to this Panel after implementation to examine their effect and outcomes.
4. Scrutinise and monitor the performance of the services relevant to the Panel and make recommendations, as appropriate, to the Strategic Assets Committee and/or the Authority.
5. Refer to the Fire Authority or the Strategic Assets Committee any matter which following scrutiny should be brought to the attention of the Authority or Committee.
6. If requested, offer any views or advice to the Strategic Assets Committee on any matter.
7. In performing its role the Committee may wish to consult and involve the local community and other local public, private and voluntary bodies or organisations/stakeholders.

## **IRMP SCRUTINY PANEL**

**Membership:** 9 Members of the Authority

### **Function of the Panel**

To undertake scrutiny of and assist in the ongoing development of the Authority's Integrated Risk Management Plan.

### **Terms of Reference**

#### **Within a planned forward programme of work to:**

1. Undertake general reviews of the Services relevant to this Panel with a cross-cutting planned approach.
2. Assist in development of the IRMP and Corporate Plan.
3. Scrutinise progress against the IRMP and Corporate Plan in particular to deliver improved outcomes.
4. To undertake specific reviews of the organisation and service provision relevant to this Panel with a view to making decisions to improve service delivery.
5. Refer to the Fire Authority or the Community Safety Committee (as appropriate) any matter which following scrutiny should be brought to the attention of the Authority or Committee.
6. If requested, offer any views or advice to the Community Safety Committee on any matter.
7. In performing its role the Committee may wish to consult and involve the local community and other local public, private and voluntary bodies or organisations/stakeholders.

## **COMMUNITY SAFETY SCRUTINY PANEL**

**Membership:** 5 Members of the Authority

### **Function of the Panel**

To undertake scrutiny of the Services provided by the Authority in relation to its Community Safety functions. These functions will encompass matters relating to Safer and Healthier Communities; Emergency Response; Reduction in fires, deaths and injuries; Reduction in Road Traffic Collisions; Water Rescue, Community Cohesion and Youth Engagement.

### **Terms of Reference**

#### **Within a planned forward programme of work to:**

1. Undertake general reviews of the Services relevant to this Panel with a cross-cutting planned approach and to assist in the development of future policies and strategies.
2. To undertake specific reviews of the organisation and service provision relevant to this Panel with a view to making decisions to improve service delivery.
3. Scrutinise decisions relevant to this Panel after implementation to examine their effect and outcomes.
4. Scrutinise and monitor the performance of the services relevant to the Panel and make recommendations, as appropriate, to the Community Protection Committee and/or the Authority.
5. Refer to the Fire Authority or the Community Protection Committee any matter which following scrutiny should be brought to the attention of the Authority or Committee.
6. If requested, offer any views or advice to the Community Protection Committee on any matter.
7. In performing its role the Committee may wish to consult and involve the local community and other local public, private and voluntary bodies or organisations/stakeholders.



## **APPOINTMENTS COMMITTEE**

**Membership**            Chair, Vice chairs, Party Group Leaders

### **Functions of the Committee**

To deal with appointments at a senior level within the organisation.

### **Terms of Reference**

1. To consider and determine for appointment to the posts and offices of the Chief Executive and Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Clerk, Chief Finance Officer, Monitoring Officer and Executive Directors and any other posts referred to the committee for consideration.
2. To make appointments to the above posts on behalf of the Authority.
3. To consider and, if appropriate, determine any other matters which may be referred to the Committee by the Authority or the Management Board.

## **APPEALS COMMITTEE**

**Membership** Chair, Vice Chairs, Party Group Leaders

### **Functions of the Committee**

Consideration of various appeals regarding employees of the Authority.

### **Terms of Reference**

1. To consider and determine appeals of employees to whom the Grey Book applies, against dismissal.
2. To reconsider and determine decisions under section 50 of the Pensions Act 1995 and the Occupational Pensions Scheme (Internal Disputes Resolution Procedures) Regulations 1996 about matters relating to pensions other than those matters exempted by the 1996 Regulations.
3. To consider and determine all requests for reconsideration of cases under the Firefighters' Pension Scheme for the time being in force.
4. To consider individual grievances of employees to which the Grey Book applies in cases where the local Joint Secretaries identified an issue raised as being one of a serious nature following determination of the case at the previous appeal stage and where the complainant remains dissatisfied.
5. Consider whether to assent to applications for licences for manufacture/storage of explosives made to the Health & Safety Executive, and referred to the Authority by the Health & Safety Executive where objections have been received to the application.
6. Consider applications for registration of storage of explosives, licences for storage of explosives, variation of such licences, and relocation of licences and registrations which are referred to the Committee by the Chief Executive and Chief Fire Officer.
7. Consider and, if appropriate, determine any other matters which may be referred to the Committee by the Authority or the Management Board.

## **CONSULTATION AND NEGOTIATION PANEL**

### **Membership**

To comprise 3 Elected Members of the Authority.

### **Function of the Panel**

To deal with consultation and negotiation with employee's representatives.

### **Consultation Procedures**

1. The Panel will convene at the request of, and with the agreement of the employers and Trade Union Local Joint Secretaries as part of the Authority's consultation procedures.
2. The Panel will consider (as part of a consultation process) matters referred to it that do not require collective agreement, (for example those issues described in the European Union Information and Consultation Directive).
3. Consultation will be undertaken through the Panel with a view to resolving differences and reaching agreement between management and representative trade unions that may arise from time to time. To this end, the Panel will give consideration to all issues raised with them and will give reasons when it is unable to recommend any proposals put forward by the relevant trade unions for agreement.
4. The Panel will make recommendations to the Strategic Assets Committee or the Authority as to the issues considered by the Panel.

### **Negotiation Procedures**

5. The Panel will convene at the request of, and with the agreement of the employers and trade union Local Joint Secretaries as part of the Authority's negotiation procedures.
6. The Panel will consider matters that are the subject of collective negotiation and agreement between the Authority and the relevant trade union, and which have been referred to the Panel by the Local Joint Secretaries.
7. Negotiations will be undertaken through the Panel, with a view to reaching agreement. Where agreement is reached between the parties, then this will be recorded through an appropriate Collective Agreement, and the Strategic Assets Committee (or the Authority) will be informed of such agreement. Where agreement is not reached between the parties on an issue considered by the Panel, then the Panel will notify the Policy & Finance Committee (or the Authority) of its recommendations.

## General

8. The Panel will additionally be convened to consider any other matters as may be referred to it by the Authority to fulfil, (without prejudice to the normal consultation and negotiation procedures), a conciliatory role in the interests of continued good industrial relations.

## **MEMBERS TRAINING LIAISON GROUP**

### **Membership**

3 Members

### **Functions Of The Group**

To deal with all issues regarding training and Member development.

### **Terms Of Reference**

1. To promote the continuous development of Members of the Authority in a manner that will increase their capacity still further to meet the Authority's vision and objectives.
2. To consider proposals and options for arrangements in respect of Members training and development and from time to time to make recommendations to the Authority.
3. To monitor from time to time the existing arrangements for Members training and development and identify any relevant issues and report to the Authority.
4. To liaise with the Authority's officers responsible for devising and implementing training and development for employees, with a view to promoting integration and avoiding duplication where appropriate.