

Terms of Reference for the Shadow Policy and Resources Committee

1. Between meetings of the Shadow Dorset and Wiltshire Fire and Rescue Authority:
 - 1.1 to take all such action as is needed for the purposes of bringing the Dorset and Wiltshire Fire and Rescue Authority combination scheme into full operation on 1 April 2016.
 - 1.2 to take all such action as is needed to prepare for the winding up of the affairs of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority.
2. To recommend to the Shadow Authority the governance framework within which the new Fire and Rescue Authority will operate including:
 - Composition, powers and duties of Committees
 - The scheme of delegation to officers
 - Standing orders
 - Contract procedure rules
 - Financial and administrative regulations
 - Code of conduct for members and any associated protocols.
3. To recommend to the Shadow Authority strategic plans and major policies that need to be in place for the new Authority by 1 April 2016, reconciling the existing plans and policies of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority. This will include a new initial integrated risk management plan, community safety plan and key underpinning strategies.
4. Consideration of issues relating to the budget of the new Authority, including the provisional grant settlement and fire precept levels and, with the benefit of recommendations from the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority to recommend the budget and the precept for the new Authority for 2016/17 to the Shadow Authority.
5. To forecast future budget requirements and savings and to ensure the development of a medium term financial plan and strategy to inform the 2016/17 budget and beyond.
6. To ensure arrangements are in place for the smooth transfer of assets from the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority to the new Authority.
7. To monitor the rollout of departmental functional reviews and the development of new structures necessary to make appropriate savings, taking account of the statutory compliance framework.
8. To monitor strategic risks associated with the shadow period (2015/16) and to establish a corporate risk register for the new Authority.
9. To monitor operational assurance plans for the transition/shadow period.

NOT PROTECTIVELY MARKED

10. To consider the recommendations of the Independent Remuneration Panels of the constituent Councils and to recommend to the Shadow Authority a scheme of members allowances for the new Authority.
11. To monitor the development of a new corporate brand and image.
12. To monitor the implementation of the transformation bid and any associated reporting criteria.
13. To monitor issues associated with workforce engagement, development and cultural change.
14. To ensure that there is an appropriate communications and engagement strategy in place that addresses all stakeholder requirements during the shadow period and in readiness for the new Authority.

The Shadow Policy and Resources Committee will not:

15. Exercise any of the statutory responsibilities of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority for on-going service delivery as these remain matters for these two Authorities until 1 April 2016.
16. Adopt the budget of the new Authority and set the precept level as these are matters for recommendation to the Shadow Authority.
17. Adopt a code of conduct for members of the new Authority and adopt a scheme of members' allowances for the new Authority, again as these are matters for the Shadow Authority.

Membership: 12 members to be appointed by the Shadow Authority.

NOT PROTECTIVELY MARKED