

## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday 23 April 2018

### **REVISED COMMITTEE TERMS OF REFERENCE (Appendices 1-6 refer)**

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#### **Executive Summary**

The Authority is required to undertake an annual review of governance arrangements and include the outcome of this review in its Annual Governance Statement and its Statement of Assurance. The review undertaken last year recommended that the Authority undertake a governance review, to include Committee Terms of Reference, Standing Orders, Scheme of Delegation and Financial Regulations.

As part of this review the Committee Terms of Reference have been updated, with a revised draft attached as appendices 1-6.

#### **Recommendation**

The Authority is asked to approve the amendments to the relevant Terms of Reference for each Committee, appended.

## **INFORMATION**

The Authority is required to undertake an annual review of governance arrangements and include the outcome of this review in its Annual Governance Statement and its Statement of Assurance. The review undertaken last year recommended that the Authority undertake a governance review, to include Committee Terms of Reference, Standing Orders, Scheme of Delegation and Financial Regulations.

As such the Committee Terms of Reference have been reviewed and updated, with a revised draft attached as appendices 1-6. The updated drafts are consistent with those previously agreed, with the only significant changes being:-

- the transfer of responsibility for approving and signing the annual accounts moving from Resources Committee to Audit Committee. This has been done to reflect the revised year end accounting timescales and requirements. (Monitoring of the financial position will continue to be undertaken by Resources Committee.)
- reducing the frequency with which the Strategy group meets from three times per year to twice a year (which reflects current practice) and amending the wording so that only significant changes to Committee Structure, terms of reference, schemes of delegation etc. are considered by the Group (minor changes, such as this, are reported direct to the Authority.)

It has not been considered necessary to amend the Constitutional Standing Orders as they remain relevant for the Authority's obligations and are compliant with legislation and best practice.

A review of Contract Standing Orders and Financial Regulations has already been undertaken with changes agreed by the Audit Committee in March 2018. The Scheme of Delegation is currently being reviewed with a view to considering the merits of simplifying the content to allow it to be more user friendly for all stakeholders. This will be the subject of a subsequent report.

**Business Risk**

Governance arrangements form a key element of the control framework within which the Authority operates. The changes proposed are merely procedural and do not impact on the effectiveness of this.

**Environmental Impact**

None identified

**Equality and Diversity Implications**

None identified

**HR Implications**

None identified

**Financial Implications**

None identified

**Local Government (Access to Information) Act 1985  
List of Background Papers**

Paper	Date	Contact
Reason for inclusion in Part II, if appropriate:		