

Lancashire Combined Fire Authority

Planning Committee Outline Terms of Reference

The Planning Committee meets three times each year. Political balance rules and regulations apply.

The Planning Committee's key responsibility is to consider and review Community Risk Management Plans and other specific plans/strategies. The Committee's remit includes:

- The Lancashire Fire and Rescue Service ('LFRS') Community Risk Management Plan;
- The LFRS Annual Service Plan;
- The LFRS Emergency Cover Review;
- Other strategic plans required of the Service by commissioning authorities or central government, as required from time to time;
- Policies and methodologies for public consultation and commissions public consultation, including:
 - Reporting on the outcome of consultation exercises;
 - Reviewing and implementing the Authority's communication strategies;
 - Reviewing the Authority's approach to consultation.
- Contingency Planning Arrangements;
- Review assimilation and response to appropriate Government Consultation documents on behalf of the Authority affecting fire and rescue authorities generally, from Central Government, LGA (Local Government Association), NFCC (National Fire Chiefs Council) or any other source.

The Committee will have decision making powers in relation to the above areas. In exceptional circumstances the Committee may refer issues to the Authority for a decision.

- Any items referred to the Committee by the Authority or Strategy Group who will indicate if a decision or recommendation is required, including any transitional matter referred to it for a decision.

It is also recommended that members of the Committee attend appropriate training where possible.

The Planning Committee will only be quorate and therefore constitutionally able to conduct business and make decisions if there are at least 4 members present. Should the Committee be inquorate it shall stand temporarily adjourned for 30 minutes and if, thereafter, there is still not a quorum the meeting shall stand finally adjourned. At the point of adjournment, or subsequently, the Chair may agree arrangements for the meeting to be reconvened.