

# **NORTH WALES FIRE AND RESCUE AUTHORITY**

## **EXECUTIVE PANEL TERMS OF REFERENCE**

### **1. Membership**

1.1 The Executive Panel shall comprise 14 members as follows:

The Chair and Deputy Chair of the Authority and two members invited from the representatives of the six constituent authorities.

### **2. Terms of Reference**

2.1 The Panel shall on an ad hoc basis meet to undertake such functions as delegated to it by the Authority e.g. in the appointment of the Chief Fire Officer and other Senior Fire Officers and deal with any disciplinary matters concerning these and other posts and the postholders. The Panel shall deal with constitutional and other matters which are considered by the Clerk and Chief Fire Officer in consultation with the Chair as suitable for referral to the Panel. Other matters that will arise from time to time which are not urgent but nevertheless require consideration by a small panel of members will be dealt with by the Panel and then submitted for recommendation to a full meeting of the Authority. The approval of the Chair will always be sought before any meeting is called.

2.2 The Standing Orders governing meetings of the Authority shall also apply to meetings of the Executive Panel.

2.3 The Executive Panel shall on behalf of the Authority:

- i act as the panel to hear disciplinary proceedings commenced against the Chief Fire Officer;
- ii deal with certain pension matters for the post of Chief Fire Officer;
- iii act as the Appointments Panel when appointing the Deputy and Assistant Chief Fire Officers;
- iv make recommendations, as the need arises, for the appointment of (a) Clerk to the Authority and (b) Treasurer to the Authority;
- v act as the appeal panel as set out in the authority's procedures on discipline, capability and grievances;
- vi act on behalf of the Authority in the use of discretionary powers under the Firefighters' Pension (Wales) Scheme;
- vii act on behalf of the Authority in the use of discretionary powers under the Local Government Pension Scheme Regulations;
- viii act on behalf of the Authority, and if necessary decide and/or make recommendations on personnel matters after consultation with the Chair;

ix deal with any policy and/or constitutional matter and any other urgent business at the discretion of the Chief Fire Officer/Clerk/Treasurer, following prior consultation with the Chair.

2.4 In addition the Panel shall exercise the authority's functions under sections 1 and 2 of the Local Government (Wales) Measure 2009 including:

- (1) A Welsh improvement authority must make arrangements to secure continuous improvement in the exercise of its functions.
- (2) In discharging its duty under subsection (1), an authority must have regard in particular to the need to improve the exercise of its functions in terms of—
  - (a) strategic effectiveness;
  - (b) service quality;
  - (c) service availability;
  - (d) fairness;
  - (e) sustainability;
  - (f) efficiency; and
  - (g) innovation.