



**Northern Ireland  
Fire & Rescue Service**

# **Northern Ireland Fire & Rescue Service**

## **Standing Orders**

**Meeting of NIFRS Board**

**27 September 2016**

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# NIFRS Board Standing Orders

## 1 INTRODUCTION

### 1.1 Statutory Framework

The Northern Ireland Fire & Rescue Service (hereinafter referred to as NIFRS) is a statutory body which came into existence on 24 May 2006.

NIFRS Board (hereinafter referred to as Board) is a body corporate which was established by **The Fire and Rescue Services (Northern Ireland) Order 2006** [www.legislation.gov.uk/nisi/2006](http://www.legislation.gov.uk/nisi/2006). It is a Non-Departmental Public Body with the Department of Health (hereinafter referred to as DoH) as its sponsoring Department.

NIFRS is funded substantially by DoH grant aid.

1.1.1 The principal place of business of NIFRS is Northern Ireland Fire & Rescue Service, Headquarters, 1 Seymour Street, Lisburn, BT27 4SX.

1.1.2 The functions of the Board are conferred by the above Legislation.

1.1.3 As a statutory body, the Board shall make provision for the purpose of the following core Fire & Rescue functions (The Fire and Rescue Services (Northern Ireland) Order 2006, Part II, Chapter I, pages 2-4 and The Fire and Rescue Services (Emergencies) Order (Northern Ireland) 2011, Articles 3-7):

- (a) promoting fire safety;
- (b) firefighting;
- (c) road traffic collisions;
- (d) emergencies;
- (e) chemical, biological, radiological or nuclear incidents;
- (f) search and rescue;
- (g) serious flooding; and
- (h) serious transport incidents.

The Board shall also make provision for the purpose of Other Functions (The Fire and Rescue Services (Northern Ireland) Order 2006, Part II, Chapter III, pages 4-6).

1.1.4 Nothing in these Standing Orders overrides statute or DoH Management Statement and Financial Memorandum. Where there would appear to be a conflict, the law and DoH's instructions have precedence.

### 1.2 DoH/NIFRS Accountability Framework

1.2.1 In addition to the statutory requirements, the Minister for Health, through DoH, may issue further direction and guidance. This is normally issued under cover of a circular or letter.

- 1.2.2 The Departmental Code of Conduct and Code of Accountability require that, inter alia, Boards draw up a schedule of decisions reserved to the Board and ensure that management arrangements are in place to enable responsibility to be clearly delegated to Senior Executives (a Scheme of Delegation). The Codes also require the establishment of Audit and Remuneration Committees with formally agreed terms of reference. The Standards of Business Conduct make various requirements concerning possible conflicts of interest of Board Members.
- 1.2.3 The Board will produce and publish an Annual Report for each financial year within the timescales set by DoH.
- 1.2.4 The Board will comply with the Data Protection Act, 1998, Freedom of Information Act, 2000 and the Environmental Information Regulations 2004.

## **2 COMPOSITION OF MEMBERSHIP, TENURE AND ROLE OF MEMBERS**

### **2.1 Composition of the Membership of the Board**

The Board shall consist of the following Members:

- (a) A Chairperson appointed by DoH;
- (b) The Chief Fire & Rescue Officer, who is also the Accounting Officer; and
- (c) 10 other Members appointed by DoH, 4 of whom shall be elected Members of District Councils.

### **2.2 Appointment of Chairperson and Members of the Board**

- 2.2.1 The Chairperson and non-executive Members of the Board are appointed by DoH Public Appointments Unit following approval by the Minister for Health.
- 2.2.2 Persons appointed under points 2.1(a) or 2.1(c) shall be referred to as 'non-executive Members'.
- 2.2.3 The Board may appoint one of the Members mentioned in point 2.1(c) above as Vice-Chairperson. This position shall be reviewed on an annual basis.

In strict accordance with Schedule 1, paragraph 2 (3) of The Fire and Rescue Services (Northern Ireland) Order 2006, Board Members may only appoint a Vice-Chairperson in the absence of the Chairperson. This could occur at a routine Board Meeting if, for example, the Chairperson was to absent himself/herself from the Meeting while the Vice-Chairperson was elected.

- 2.2.4 Of the Members appointed under point 2.1(c), 4 shall be Members of District Councils:
  - (a) appointed from nominations made by such associations or bodies representative of District Councils as appear to DoH to be desirable; or
  - (b) if the associations or bodies referred to in paragraph 2.2.4(a) fail to make such nominations within a reasonable time, appointed after consultation with such District Councils.

2.2.5 In appointing a person to fill a casual vacancy in the non-executive membership of the Board, DoH shall, where the Member being replaced was nominated under 2.2.4 or appointed after such consultation as is mentioned in that sub-paragraph, appoint a person in accordance with that sub-paragraph.

### 2.3 **Terms of Office of the Chairperson and Members**

2.3.1 Subject to the following provisions of this section, a person shall hold and vacate office as a non-executive Member in accordance with the terms of his/her appointment.

2.3.2 The non-executive Members may not be appointed for a term of more than 4 years at a time, and a person appointed by DoH to fill a casual vacancy shall hold office for the remainder of the term of the person in whose place he/she is appointed.

2.3.3 A person may at any time resign as a non-executive Member by notice in writing to DoH, copied to the Chairperson.

2.3.4 DoH may remove a person from office as a non-executive Member if satisfied that:

- (a) he/she has been convicted of a criminal offence;
- (b) he/she has become bankrupt or made a composition or arrangement with his/her creditors;
- (c) he/she has failed to comply with the terms of his appointment; or
- (d) he/she is otherwise unable or unfit to carry out his functions.

2.3.5 Where a person ceases to be the Chief Fire & Rescue Officer, he/she ceases to be a Member.

### 2.4 **Role of the Board**

The Board will function as a corporate decision-making body. The role of Members of the Board will be to consider the key strategic and managerial issues facing NIFRS in carrying out its statutory and other functions including:

- To set the strategic direction of the organisation within the overall policies and priorities of DoH, define its annual and longer term objectives and agree plans to achieve them;
- To oversee the delivery of planned results by monitoring performance against objectives and ensuring corrective action is taken as necessary;
- To ensure effective financial stewardship and value for money, through financial control and financial planning and strategy;
- To ensure that high standards of corporate governance and personal behaviour are maintained in the conduct of the business of the whole organisation;
- To put in place systems to appoint, appraise and remunerate Senior Executives;
- To ensure that there is effective dialogue between the organisation and the local community on its plans and performance and that these are responsive to the community's needs.

#### **2.4.1 Chairperson**

The Chairperson shall be responsible for the operation of NIFRS Board and chair all Board Meetings when present.

The Chairperson will oversee the delivery of an induction process and monitor the portfolios of interests. The Chairperson will also oversee the allocation of any specific special assignments to be undertaken by the Board.

The Chairperson will ensure the evaluation of the performance of the Board, its Committees and individual Members, and with the Accounting Officer ensure appropriate training for Board Members.

The Chairperson shall work closely with the Accounting Officer and shall ensure that key and appropriate issues are discussed by the Board in a timely manner with all the necessary information and advice being made available to the Board to inform the debate and ultimate resolution.

#### **2.4.2 Vice-Chairperson**

The role and responsibilities of a Board Member apply to the position of Vice-Chairperson.

The Vice-Chairperson will deputise for the Chairperson and will work closely with and provide support to him/her.

In addition, the Vice-Chairperson will undertake other duties at the Chairperson's discretion.

#### **2.4.3 Chief Fire & Rescue Officer/Accounting Officer**

The Chief Fire & Rescue Officer is normally the designated Accounting Officer for NIFRS appointed to that role by DoH.

The Accounting Officer shall exercise those functions of the Board, which are not reserved to the Board or delegated to a Committee, Sub-Committee or Joint Committee, on behalf of the Board.

The Accounting Officer shall determine which function he/she shall perform personally and shall delegate to nominated Officers the remaining functions for which he/she shall still retain accountability to the Board.

The Accounting Officer shall prepare a Scheme of Delegation identifying arrangements and who will be responsible for effecting these arrangements through the Corporate Management Team for approval by the Board.

Nothing in the Scheme of Delegation shall impair the discharge of the direct accountability to the Board by the Corporate Management Team or any other member of staff to provide information and advise the Board in accordance with statutory requirements. Outside these statutory requirements, the roles of these Directors shall be accountable to the Accounting Officer.

The arrangements made by the Board as set out in the Scheme of Delegation shall have effect as if incorporated in these Standing Orders.

#### 2.4.4 Board Members

Members of the Board have corporate responsibility for ensuring that NIFRS complies with any statutory (or other) requirements for the use of public funds. Other important responsibilities of Board Members include:

- (a) establishing the overall strategic direction of NIFRS within the policy and resources framework agreed with the Minister;
- (b) formulating a strategy for implementing the Code of Practice on Access to Government Information, including prompt response to public requests for information;
- (c) ensuring NIFRS operates sound and sustainable environmental policies and practices in accordance with policy and strategy determined by the Northern Ireland Executive;
- (d) ensuring that high standards of corporate governance are observed at all times;
- (e) overseeing the delivery of planned results by monitoring performance against agreed strategic objectives and targets;
- (f) ensuring that, in reaching decisions, NIFRS has taken into account any guidance issued by DoH; and
- (g) ensuring that NIFRS operates within the limit of its statutory and delegated authority agreed with DoH and in accordance with any other conditions relating to the use of public funds.

#### 2.4.5 Corporate Management Team

The powers and duties of the Corporate Management Team are generally set out in the relevant Job Descriptions and Contracts of Employment. The Corporate Management Team is expected to adhere to these at all times and is also required to act in accordance with the Standing Orders.

The Corporate Management Team, Senior Managers and other staff shall ensure compliance to any appropriate Scheme of Delegation agreed either by the Board or by the Accounting Officer. This may delegate responsibility to the individual in a personal capacity or as member of a Working Group or Committee.

Individuals are accountable through their professional or directorate management structure as well as through any participation on a Working Group, Committee or functional role. This accountability is to the Accounting Officer.

#### 2.5 Schedule of Matters Reserved to the Board and Scheme of Delegation

The Board may resolve that certain powers and decisions may only be exercised by the Board in formal session. These powers and decisions are as set out in The Fire and Rescue Services (Northern Ireland) Order 2006 (Part II, Chapter II to Chapter IV) and The Fire and Rescue Services (Emergencies) Order (Northern Ireland) 2011, Articles 3-7, see Appendix 'A' and shall have effect as if incorporated into the Standing Orders. Those powers which it has delegated to Officers and other bodies should be contained in the Scheme of Delegation.



## **2.6 Urgent/Emergent Issues**

In exceptional circumstances and to ensure business continuity, a decision of the Board may be sought via email.

Approval will be deemed as unanimous based on available Members allowing for scheduled leave or sickness. Retrospective approval will subsequently be required by the Board in formal session.

## **3 MEETINGS OF THE BOARD**

### **3.1 Calling Meetings**

Ordinary Meetings of the Board shall be held at regular intervals at such times and places as the Board may determine. At the beginning of each financial year, the Board shall determine the minimum number of Meetings to be held and agree an annual Meeting, Training & Events Schedule – see Appendix 'B'.

### **3.2 Notice of Meetings and the Business to be Transacted**

3.2.1 A written notice of a Meeting, specifying the business proposed to be transacted, shall be delivered to every Member at least 5 working days before the Meeting. Late delivery/non-delivery of such a notice shall not affect the validity of a Meeting.

3.2.2 No business shall be transacted at the Meeting other than that specified on the agenda or emergency motions allowed under Standing Order 3.5.

3.2.3 Dates for Board Meetings shall be published on NIFRS website.

3.2.4 A Member wishing a matter to be included on an Agenda shall normally make his/her request in writing to the Chairperson at least 10 working days before the Meeting. The request may include appropriate supporting information and a proposed Motion. It may also note any grounds which would necessitate the item of business being dealt with in a confidential section of the Meeting. Requests made less than 10 working days before a Meeting may be included on the Agenda at the discretion of the Chairperson.

### **3.3 Special Meetings**

3.3.1 A Special Meeting will be called at the request of the Chairperson or on receipt of a requisition signed by 4 or more Board Members which specifies the business to be transacted.

3.3.2 A minimum of 5 working days' notice shall normally be given to Members except in cases of urgency as determined by the Chairperson.

### **3.4 Chairperson of Meetings**

The Chairperson, or in his/her absence, the Vice-Chairperson (if one has been appointed see Standing Order 2.2.3), shall take the chair at each Meeting of the Board. In the absence of both the Chairperson and Vice-Chairperson, the Members present shall choose one of their non-executive number to be Chairperson of the Meeting. That Member shall vacate the chair in favour of the Chairperson or Vice-Chairperson should either enter the Meeting during its progress.

### 3.5 Order of Business

The order of business at every Ordinary Meeting of the Board shall normally be:

- Apologies;
- Declaration of Interests;
- Deputations;
- Confirmation of Board Minutes;
- Matters Arising;
- Board Decisions and Actions Log;
- Reports from Board Committees, Noting of Committee Minutes and Adoption of Committee Recommendations;
- Chairperson's Business including National Joint Council matters;
- Accounting Officer's Business;
- Standing Items;
- Standalone Strategic Items;
- Notices of Motion in the order in which they have been received;
- Relevant Correspondence;
- Sealing of Documents;
- Any Other Business (may only be included at the discretion of the Chairperson – with at least 48 hours' notice in advance of the Meeting);
- Schedule of future Meetings; and
- Closed Session (if required – see Standing Order 3.6);

provided that:

- (a) Members wishing to have an item placed on the Agenda should notify the Chairperson no later than 10 working days prior to the Meeting giving the reason for the inclusion of the item.
- (b) The order of business as aforesaid may be altered by the Chairperson at his/her discretion in the interests of business efficiency.
- (c) Chairperson's Business may include a matter raised by a Member who has been given consent to do so.

### 3.6 Closed Session

The Board, at the discretion of the Chairperson, may deem part of or a full Meeting to be in 'Closed Session', at any time during the Meeting (see Standing Order 3.5) when the subject matter involves:

- the disclosure of confidential information;
- personal information relating to staff;
- financial or business affairs of people or companies;
- action likely to lead to a prosecution;
- industrial disputes affecting the Board as the employer; or
- any other subject matter the Chairperson considers appropriate at the Meeting;

and exclude the press and the public from the proceedings. Standing Order 9 also refers.

### 3.7 Adjournment of Meetings

The Chairperson may adjourn any Meeting to a later hour on the same day, or to any other day and hour. The adjourned Meeting, when reconvened, shall be deemed to be a continuation of the original Meeting.

### **3.8 Notice of Adjourned Meeting**

If any Meeting is adjourned to a day which is later than 4 working days after the original Meeting, notice of the adjourned Meeting shall be sent by the Board Administrative Secretary to each Member of the Board. No business shall be transacted at any reconvened Meeting which was not included in the original notice, except as provided for in Standing Order 3.5(a).

### **3.9 Notices of Motion**

Every notice of Motion shall be in writing, signed by the Member giving notice, and shall be given or sent to the Chairperson via the Board Administrative Secretary not less than 10 working days before the date of the Meeting at which it is to be moved.

### **3.10 Motions to Rescind**

No Motion to rescind any resolution which has been passed within the preceding 3 months, nor any Motion which has been rejected by the Board within the preceding 3 months, shall be accepted unless the Motion shall, in addition to the signature of the Member who proposes such Motion, bear the signatures of 5 other Members; and when any such Motion has been disposed of by the Board, it shall not be permissible for any Member to propose a similar Motion within a further period of 3 months.

### **3.11 Quorum**

3.11.1 The quorum for a Meeting of the Board shall be 5. No Meeting shall take place unless a quorum is present. If a quorum is not in attendance within half an hour after the time appointed for the commencement of the Meeting, the abandonment of the Meeting for lack of quorum shall be recorded. A date for a Meeting not later than 14 days from the original date shall be agreed by a majority of the Members present and communicated to all Board Members.

3.11.2 If, during any Meeting of the Board there is not a quorum present, the Chairperson shall declare the Meeting closed at the conclusion of the Agenda item being discussed at that point. Items on the Agenda which accompanied the notice of Meeting which have not been dealt with shall be placed upon the Agenda for the next Ordinary Meeting unless a Special Meeting is called as provided for in Standing Order 3.3.

## **4 CONDUCT OF MEETINGS**

### **4.1 Rules as to Debate**

4.1.1 A Member shall not, without the Chairperson's permission, address the Board more than once on any Motion or amendment, but the mover of an original Motion may reply to statements made in the course of the debate on the Motion, provided that in his/her reply he/she shall strictly confine to answering previous speakers and shall not introduce any new matter into the debate. In addition, a Member may speak to a point of order, or with the consent of the Chairperson, in explanation of some material part of a speech made by him/her which he/she believes to have been misunderstood.

- 4.1.2 A Member formally moving any Motion or amendment without a speech shall be deemed to have addressed the Meeting. This shall not prevent the Member from addressing the Meeting before a vote is taken on the Motion.

A Member when seconding a Motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

- 4.1.3 When a Motion is under debate at any Meeting of the Board, an amendment or further Motion shall not be received except if it is:
- (a) an amendment to the Motion; or
  - (b) a Motion that the Board do now adjourn; or
  - (c) a procedural Motion as defined in Standing Order 4.4.

#### 4.2 **Motions without Notice**

In addition to those amendments referred to in Standing Order 4.1.3, a Motion may be made without notice with prior approval of the Chairperson, or by agreement of the majority of Members present.

#### 4.3 **Amendments**

- 4.3.1 Every amendment shall be relevant to the Motion which has been moved, and when an amendment to an original Motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of, but notice of any number of amendments may be given.
- 4.3.2 If an amendment be rejected, other amendments may be moved to the original Motion.
- 4.3.3 If an amendment to a Motion be carried, the Motion as amended shall take the place of the original Motion and shall become the Motion upon which any further amendment may be moved.
- 4.3.4 No Member shall move more than one of the procedural Motions or amendments which have the effect of terminating discussion of any matter under debate.

#### 4.4 **Procedural Motions**

The procedural Motions referred to in Standing Order 4.1.3(c) above are:

##### 4.4.1 "That the question be now put"

A Member who has not already spoken on the Motion or amendment under debate may move "That the question be now put". Such a Motion must be seconded, and provided the Chairperson is satisfied that the Motion or amendment has been sufficiently debated, he shall put the Motion "That the question be now put" to the vote without debate, and if it be carried, the original Motion or amendment shall be put without further debate.

A further Motion "That the question be now put" shall not be made on the discussion of the same question within a quarter-of-an-hour.

4.4.2 “That the Board proceed to the next business”

A Member who has not already spoken on the Motion or amendment under debate may move “That the Board proceed to the next business”. Such a Motion must be seconded, and provided the Chairperson is satisfied that the Motion or amendment has been sufficiently debated, he shall put the Motion “That the Board proceed to the next business” to the vote without debate, and if it be carried, the question under debate shall not be further discussed at that Meeting.

A further Motion “That the Board proceed to the next business” shall not be made on the same question within a quarter-of-an-hour.

4.4.3 “That the debate be adjourned”

A Member who has not already spoken on the Motion or amendment under debate may move “That the debate be adjourned”. Such a Motion must be seconded, and provided the Chairperson is satisfied that the Motion or amendment has been sufficiently debated, he shall put the Motion “That the debate be adjourned” to the vote without debate. If the Motion be carried, the matter shall be adjourned but shall be placed on the Agenda for the next Meeting unless it be dealt with at a Special Meeting.

A further Motion “That the debate be adjourned” shall not be made within a quarter-of-an-hour.

4.5 **Voting**

4.5.1 Every motion shall be determined by a show of hands.

4.5.2 If a Member of the Board shall so request, before the vote is taken, the voting on any question shall be recorded so as to show whether each Member, present and voting, gave his vote for or against the Motion.

4.5.3 A Member may request in relation to the voting on any Motion that his vote be recorded.

4.5.4 The Chairperson may vote and shall, in addition, have a casting vote in the case of equality of votes.

4.5.5 The declaration by the Chairperson of the result of the voting shall be conclusive.

4.6 **Points of Order**

A Member, whether or not having previously spoken to the Motion or amendment under debate, may call the attention of the Chairperson to a point of order which shall be ruled upon immediately. Such points of order must relate strictly to the rules of debate and the Chairperson’s decision shall be final.

4.7 **Ruling of Chairperson**

4.7.1 The ruling of the Chairperson upon any point of order and upon any matter arising in debate shall be final and shall not be open to discussion.

4.7.2 The Chairperson's interpretation of Standing Orders shall be conclusive

and no debate may arise therefrom at that Meeting.

- 4.7.3 The Chairperson may direct a Member to confine his/her speech strictly to the matter under debate, or to his/her explanation of a point in a previous speech, or to the point of order if, in the view of the Chairperson, the speech is irrelevant or out of order.
- 4.7.4 In the event of disorder at any Meeting, the Chairperson may order a Member or Members to withdraw if he/she considers the Member or Members to be responsible for the disorder and without prejudice to that power, may, if he/she thinks fit, suspend or adjourn the Meeting.

#### **4.8 Conduct of Members**

- 4.8.1 Members must be courteous to each other in debate and must not interrupt another Member when he/she is addressing the Chairperson except on a point of order.
- 4.8.2 A Member shall not impute motives or use offensive language.
- 4.8.3 During the business of the Meeting, Members must only speak when called on by the Chairperson and must speak on any Motion, or address another Member, only through the Chairperson.
- 4.8.4 Members are expected to adhere at all times to their Departmental Code of Conduct and Code of Accountability.
- 4.8.5 Mobile telephones, tablets, and audio/visual recording equipment which may disturb the conduct of business should be switched off or muted while Meetings are in session unless the Chairperson rules otherwise.

### **5 ATTENDANCE OF MEMBERS**

- 5.1 The Board Administrative Secretary shall ensure that the names of all Members at Meetings of the Board, Committees, Sub-Committees and Working Groups are recorded.
- 5.2 The attendances of all Members showing actual attendance against possible attendance will be shown on the Performance Assessment Forms submitted annually to DoH by the Chairperson.

### **6 CONFLICTS OF INTEREST**

- 6.1 The Chairperson and Members should act impartially and should not be influenced by social, political or business relationships. They should not use information gained in the course of their public service for personal gain or for political purposes nor seek to use the opportunity of public service to promote private interests or those of connected persons, firms, businesses or other organisations. Where there is a potential for private, voluntary, charitable, etc, interests to be material and relevant to NIFRS' business, the relevant interest should be declared and recorded in the Board Minutes and entered into a register which is publicly available. When a conflict of interest, financial or non-financial, is established, the Board Member should withdraw and play no part in the relevant discussion or decision.

Financial interests to consider include:

- Directorships;
- Sole Trader/Partnerships/Limited Company Relationships;
- Remuneration from employment, self-employment & public appointments;
- Share Holdings;
- Options and Bonds; and
- Other Financial Investments (eg, Trusts, Collective Schemes, etc).

When looking at financial interests, Board Members must consider their own financial interests, those of their immediate family and those of any person they advise/exert influence over.

Non-financial Interests to consider include:

- Personal associations (eg, former employers, second jobs (paid or voluntary);
- Memberships of political parties or trade union officials; and
- Personal relationships (eg, spouse or relative working for a contractor).

Members are expected to declare all known Conflicts of Interest on an annual basis and immediately inform the Planning, Performance & Governance Directorate of any new financial/non-financial conflicts arising in-year.

- 6.2 At any Meeting of the Board or its Committees, Special Committees, Sub-Committees or Working Groups, Members must declare any potential conflict of interest, direct or indirect, or other interests in any matter for discussion, to the Chairperson at the beginning of the Meeting. Members will withdraw from the Meeting until discussions on the matter have been concluded. He/she shall not take part in the consideration or discussion of the matter or vote on any question with respect to it.

Members should also make the Chairperson aware of any conflicts of interest where it is felt that it impinges on any task they have been allocated.

- 6.3 The Board may exclude a Director from a Meeting of the Board while any contract, proposed contract, or other matter in which he/she has a pecuniary interest, is under consideration.

6.4 **Liability of Members**

Individual Board Members acting honestly, reasonably and in good faith with the authority or consent of the Board, or in accordance with the Board's directions, will not be held personally liable for his or her actions.

## 7 **CONFIRMATION OF MINUTES**

- 7.1 Draft Minutes of all Meetings of the Board and its Committees will be forwarded to the Chairperson of the Meeting for approval.
- 7.2 The Minutes of a Meeting of the Board shall be considered at the next Meeting of the Board.
- 7.3 The Minutes of all Standing Committees shall be submitted to the Board for noting with Committee recommendations presented for adoption. The Minutes will be presented to the next Meeting of the Committee for ratification.

- 7.4 The Minutes of any Sub-Committees shall be submitted to the relevant Committee before a report is made to the Board. The proceedings of Working Groups shall be considered by the body which established the Group.
- 7.5 No discussion shall take place upon the Minutes, except upon their accuracy. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Chairperson shall sign the Minutes.

## **8 DEPUTATIONS OR DELEGATIONS**

Deputations or delegations may be admitted to the Board Meeting but only if a request has been made to the Accounting Officer at least 10 working days before the relevant Meeting and has been approved by the Chairperson, who will consider the relevance, timing and appropriateness of the matter on which the deputation or delegation wishes to engage. The privilege of such a deputation or delegation will be confined to the presentation of a memorial, or statement or copy of resolutions, and the making of not more than 2 addresses, each not exceeding 5 minutes in time.

## **9 ATTENDANCE OF PRESS, PUBLIC AND SPONSOR BODY**

- 9.1 All NIFRS Board Meetings are open to be observed by members of the public and press, with the exception of Meetings or parts of Meetings where business is to be conducted in 'Closed Session'.

The press and public may be excluded from any Meeting when the Chairperson determines that the subject matter will involve:

- the disclosure of confidential information;
- personal information relating to staff;
- financial or business affairs of people or companies;
- action likely to lead to a prosecution;
- industrial disputes affecting the Board as the employer; or
- any other subject matter the Chairperson considers appropriate at the Meeting.

Such matters shall normally be dealt with in a 'Closed Session' of the Board (Standing Orders 3.5 and 3.6).

When the appropriate Agenda item is reached, the Chairperson will ask the members of the public and press to leave the Meeting. Members of the public and press will be invited to re-join the Meeting at the conclusion of the Agenda item.

Members of the public or press may request copies of papers to be considered by the Board. Such requests will be subject to consideration under the auspices of Data Protection Act (1998), Freedom of Information Act, (2000) and the Environmental Information Regulations (2004).

A member of the public or press who disrupts the business of the Meeting may be asked to leave the Meeting after due warning has been given. Re-admission to that or other public meetings held by the NIFRS Board is at the discretion of the Chairperson.

- 9.2 A representative of the Sponsor Body may observe all Board and Committee Meetings, including Meetings or parts of Meetings where business is to be conducted in 'Closed Session'.



## **10 COMMON SEAL**

10.1 The Common Seal of the Board shall be kept locked and in a safe place within the custody of the Accounting Officer.

### **10.2 Manner of Sealing Documents**

10.2.1 The Common Seal shall be affixed to any document relating to the acceptance of tenders, bank mandates and the purchase, sale, letting or taking of land or property or any other appropriate authorised action. Each sealed document shall be recorded in a book kept for that purpose by the Accounting Officer.

10.2.2 Every document sealed shall be authenticated by the signature of any 2 of the following persons:

- the Chairperson;
- the Accounting Officer;
- the Vice-Chairperson.

## **11 BOARD COMMITTEES**

### **11.1 Appointment of Committees**

Subject to such directions as may be given by the Minister, the Board shall appoint Committees of the Board, or together with one or more other bodies appoint a Joint Committee consisting, in either case, wholly or partly, of the Chairperson and Members of the Board or persons as per Appendix 'C'.

The Board shall appoint Special Committees, Sub-Committees or Working Groups as required. Each Committee's terms of reference, powers, membership and reporting arrangements will be determined by the Board.

11.2 The Chairperson is an ex-officio Member of all Standing Committees with the exception of the Audit, Risk & Governance Committee.

11.3 Each Committee shall elect a Chairperson and Vice-Chairperson from its Members.

11.4 In conjunction with the Board Chairperson, each Committee shall, at least once a year, (normally in the last quarter of the financial year) review its membership, performance, constitution and terms of reference.

A list of the Board's Standing Committees, their terms of reference, key areas of responsibilities, etc, are attached at Appendix 'C'.

11.5 Individual Members may be appointed to Panels as determined by the Chairperson/Vice-Chairperson. The Board will be informed accordingly.

11.6 The Board may appoint, through normal procurement processes, one or more Advisors to attend and participate in Meetings of Committees. Such Advisors will not be able to vote. The Board may pay to Advisors such remuneration as it shall, with the approval of DoH, determine.

### **11.7 Special Committees**

The Board may appoint Special Committees to consider specific pieces of work and shall set out the terms of reference, expected timescales and membership. Special Committees will act within the authority delegated and the Committee's proceedings will be considered by the Board.

The Board may, in accordance with NIFRS Scheme of Delegation, delegate authority to a Special Committee.

### **11.8 Sub-Committees**

Standing Committees may seek approval to establish a Sub-Committee to consider specific pieces of work and shall set out the terms of reference, expected timescales and membership. Where Committees are authorised to establish Sub-Committees they may not delegate executive powers to the Sub-Committee unless expressly authorised by the Board.

Proceedings of Sub-Committees shall be submitted to the Parent Committee for adoption before any report is made to the Board.

### **11.9 Working Groups**

The Board and its Standing Committees may establish Working Groups to consider specific pieces of work and shall set out the Terms of Reference, expected timescales and membership. Proceedings of Working Groups shall be considered by the body which established the Group.

The Board may, in accordance with NIFRS Scheme of Delegation, delegate authority to the Working Group. Standing Committees may not delegate authority unless expressly authorised by the Board.

The Standing Orders of NIFRS Board shall apply, as appropriate, to Meetings of all Committees, Sub-Committees and Working Groups established by the Board.

### **11.10 General Committee Matters**

Notwithstanding the provision of other Standing Orders, the Board or the Chairperson may refer any matter to a Committee for consideration and report.

Standing Committees will conduct its business in accordance with Standing Order 3.5.

### **11.11 Role of Chairperson and Vice-Chairperson of Committees**

The Chairperson (and in his/her absence the Vice-Chairperson) of each Committee shall be responsible to the Board for the general direction of the work of that Committee as detailed in that Committee's Terms of Reference.

The Chairperson shall make a report to the Board immediately following each Committee Meeting, drawing the Board's attention to any issues that require disclosure to the full Board. The Chairperson shall take charge of, or in his/her absence arrange for, approval of the Committee's recommendations at the Board Meeting immediately following each Committee Meeting.

### **11.12 Powers of All Standing Committees**

All Standing Committees shall have delegated authority as outlined in their Terms of Reference. The Board shall receive recommendations/reports for review and adoption.

### **11.13 Minutes of Committees**

Minutes of each Committee Meeting will be forwarded electronically to the Chairperson of the respective Committee for consideration prior to submission for noting and adoption of recommendations by the Board. The Minutes will be presented at the next Meeting of the respective Committee for ratification.

### **11.14 Ex-Officio Members**

Ex-officio Members of NIFRS Committees have exactly the same rights and privileges as do all other Members including the right to vote. However, ex-officio Members are not counted in determining the number required for a quorum or in determining whether a quorum is present.

## **12 SCHEME OF DELEGATION**

12.1 The Northern Ireland Fire & Rescue Service Board is the body charged under The Fire and Rescue Services (Northern Ireland) Order 2006 with providing fire and rescue services in Northern Ireland.

12.2 In fulfilling its statutory obligations, the Board appoints a Chief Fire & Rescue Officer to ensure the provision of efficient fire and rescue services.

The Chief Fire & Rescue Officer, as the Board's Accounting Officer, is responsible to the Board and DoH for the entire operation of the organisation.

12.4 The Board shall approve a Scheme of Delegation which sets out the powers which are delegated to the Accounting Officer by the Board. The Scheme of Delegation shall be in accordance with the Board's Standing Financial Instructions and all other policies, procedures and instructions approved by the Board. The Scheme shall have effect as if incorporated in these Standing Orders.

## **13 STANDING FINANCIAL INSTRUCTIONS**

The Standing Financial Instructions (SFIs) detail the financial responsibilities, policies and procedures to be adopted by the Board. They are designed to ensure that all financial transactions are carried out in accordance with Government Policy and Accounting Directives and DoH's Management Statement and Financial Memorandum, in order to achieve probity, regularity and value for money. They shall have effect as if incorporated in these Standing Orders.

## **14 PROCUREMENT**

All purchases for goods, services or works, will be in accordance with NIFRS published Procurement Policy, Standing Financial Instructions and the Department of Health's Management Statement and Financial Memorandum. These documents shall have effect as if incorporated in these Standing Orders.

## **15 USE OF EXTERNAL CONSULTANTS**

External consultancy services, including the widely-used term 'Management Consultants' are provided by an external supplier/provider, individual, agency, or firm for a limited period of time to carry out a specific or 'one-off' task or project. DoH Circular HSC (F) 07/2016 provides extensively revised guidance on the engagement of external consultants by public bodies and specifies the delegated limits within which the Board may select and appoint consultants, using its tendering and contracting procedure. Specific Accounting Officer approval must be obtained for all projects prior to the engagement of an external consultant.

## **16 POWER TO DELEGATE**

The powers conferred on the Accounting Officer by all or any of these Standing Orders may, with the Accounting Officer's authorisation, be exercised by any Director rank. These powers may also be conferred to such other Officer nominated by the Accounting Officer and approved by the Board.

## **17 RELATIONS BETWEEN BOARD MEMBERS AND EMPLOYEES**

A Member shall not have any right to reprimand an employee in connection with performance of their duties but should report any concern to the Accounting Officer.

A Member wishing to visit Fire & Rescue facilities or premises (apart from Meetings of the Board and its Committees) should first obtain the consent of the Accounting Officer or relevant Director.

## **18 STANDING ORDERS**

### **18.1 Interpretation**

In these Standing Orders:

- (a) the powers of the Chairperson may be exercised, in the absence of the Chairperson, by the Vice-Chairperson, or in the absence of both, by the Chairperson of the Meeting;
- (b) the powers and duties of the Accounting Officer shall be exercised in his/her absence to a properly delegated Director (see also Standing Order 16).

### **18.2 Suspension of Standing Orders**

These Standing Orders may be suspended subject to contravening any statutory responsibility at any Meeting of the Board upon a Motion duly made, seconded and passed by at least 75% of the Members present. Notice of any such Motion is not required.

Any decision to suspend Standing Orders shall normally be reviewed at the next Meeting of the Audit, Risk & Governance Committee.

### **18.3 Variation to or Repeal of Standing Orders**

These Standing Orders may be varied or repealed by resolution of the Board passed by a majority of the Members present at one Meeting and confirmed at the next Ordinary Meeting of the Board.

#### **18.4 Date of Taking Effect**

These Standing Orders shall take effect from such date as may be decided by the Board and shall have effect until amended, suspended or determined by the Board.

#### **18.5 Review of Standing Orders**

In line with NIFRS Policy Development Framework, these Standing Orders will be reviewed on a 3-year rolling cycle or sooner if deemed necessary.

## THE FIRE AND RESCUE SERVICES (NORTHERN IRELAND) ORDER 2006

### CHAPTER II CORE FIRE AND RESCUE FUNCTIONS

#### Articles 4 to 14

##### Fire safety

- 4.-(1) The Board shall make provision for the purpose of promoting fire safety.
- (2) In making provision under paragraph (1) the Board shall in particular, to the extent that it considers it reasonable to do so, make arrangements for—
- (a) the provision of information, publicity and encouragement in respect of the steps to be taken to prevent fires and death or injury by fire; and
  - (b) the giving of advice, on request, about—
    - (i) how to prevent fires and restrict their spread in buildings and other property; and
    - (ii) the means of escape from buildings and other property in the event of fire.

##### Fire-fighting

- 5.-(1) The Board shall make provision for the purpose of—
- (a) extinguishing fires; and
  - (b) protecting life and property in the event of fires.
- (2) In making provision under paragraph (1) the Board shall in particular—
- (a) secure the provision of personnel, services and equipment;
  - (b) secure the provision of training for personnel;
  - (c) make arrangements for dealing with calls for help and for summoning personnel;
  - (d) make arrangements for obtaining information required or likely to be required for the purpose mentioned in paragraph (1); and
  - (e) make arrangements for ensuring that reasonable steps are taken to prevent or limit damage to property resulting from action taken for the purpose mentioned in paragraph (1).

##### Road traffic accidents

- 6.-(1) The Board shall make provision for the purpose of—
- (a) rescuing persons in the event of road traffic accidents; and
  - (b) protecting persons from serious harm, to the extent that it considers it reasonable to do so, in the event of road traffic accidents.
- (2) In making provision under paragraph (1) the Board shall in particular—
- (a) secure the provision of personnel, services and equipment;
  - (b) secure the provision of training for personnel;
  - (c) make arrangements for dealing with calls for help and for summoning personnel;
  - (d) make arrangements for obtaining information required or likely to be required for the purpose mentioned in paragraph (1); and
  - (e) make arrangements for ensuring that reasonable steps are taken to prevent or limit damage to property resulting from action taken for the purpose mentioned in paragraph (1).

### **Emergencies**

- 7.-(1) The Department may by order confer on the Board functions relating to emergencies, other than fires and road traffic accidents in relation to which the Board has functions under Article 5 or 6.
- (2) An order under this Article may make provision as to what the Board shall or may do for the purpose of a function conferred under this Article, and may in particular require or authorise the Board—
- (a) to secure the provision of personnel, services and equipment;
  - (b) to secure the provision of training for personnel;
  - (c) to make arrangements for dealing with calls for help and for summoning personnel;
  - (d) to make arrangements for obtaining information required or likely to be required for the purpose of carrying out the function; and
  - (e) to make arrangements for ensuring that reasonable steps are taken to prevent or limit damage to property resulting from carrying out the function.
- (3) Before making an order under this Article the Department shall consult the Board and any other persons it considers appropriate.

## **CHAPTER III OTHER FUNCTIONS**

### **Power to respond to other eventualities**

- 8.-(1) The Board may take any action it considers appropriate—
- (a) in response to an event or situation of a kind mentioned in paragraph (2); or
  - (b) for the purpose of enabling action to be taken in response to such an event or situation.
- (2) The event or situation is one that causes or is likely to cause—
- (a) a person to die, be injured or become ill; or
  - (b) harm to the environment (including the life and health of plants and animals and the fabric of buildings).
- (3) The power conferred by paragraph (1) includes power to secure the provision of equipment.

### **Powers of Board in relation to external matters**

- 9.-(1) The Board may liaise, co-operate and enter into arrangements with relevant persons outside Northern Ireland.
- (2) In paragraph (1), "relevant persons" means persons carrying out functions which correspond to any of those of the Board or the Department under this Order.

### **General powers of the Board**

10. The Board may—
- (a) provide such accommodation for its employees as it considers appropriate to enable it to carry out its functions under this Order;
  - (b) pay to any persons who render services in connection with the carrying out of functions under this Order such rewards as it thinks fit, which in the case of a fire and rescue officer may be in addition to the remuneration of any such officer; and

- (c) use fire and rescue officers or any fire engine, appliance or equipment for such purposes as it considers appropriate.

#### **Acquisition and disposal of land by the Board**

- 11.**-(1) The Board may acquire, hold and dispose of land for the purpose of carrying out its functions under this Order.
- (2) The power of the Board to acquire land includes power to acquire it compulsorily in accordance with paragraphs (3) and (4).
  - (3) Where the Board proposes to acquire land compulsorily, it may apply to the Department for an order ("a vesting order") vesting such land in the Board and, subject to paragraph (4), the Department shall have power to make such a vesting order.
  - (4) Schedule 6 to the Local Government Act (Northern Ireland) 1972 (c. 9) shall apply for the purposes of the acquisition of land by means of a vesting order made under paragraph (3) in the same manner as it applies to the acquisition of land by means of a vesting order made under that Act subject to the following modifications—
    - (a) for any reference to the council there shall be substituted a reference to the Board;
    - (b) for any reference to the Department concerned there shall be substituted a reference to the Department;
    - (c) for any reference to that Act there shall be substituted a reference to this Order;
    - (d) in paragraph 6(2) for the words from "the fund" onwards there shall be substituted "funds of the Board (in this Schedule referred to as "the compensation fund"), and shall be discharged by payments out of the compensation fund."; and
    - (e) in paragraph 12(2) for "the clerk of the council" there shall be substituted "such person as may be designated for the purposes of this Schedule by the Board".

#### **Arrangements with others for assistance**

- 12.**-(1) Subject to paragraph (2), the Board may enter into arrangements with a person for securing the provision by that person of assistance for the purpose of the carrying out by the Board of a function conferred on it under Articles 4 to 8 or 33.
- (2) The Board may only enter into arrangements with a person under paragraph (1) for the securing of assistance for the purpose of extinguishing fires if the person employs fire-fighters.
  - (3) Arrangements under this Article may include provision as to the terms on which assistance is to be provided (including provision as to payment).

#### **Arrangements for carrying out of functions by others**

- 13.**-(1) Subject to paragraph (2), the Board may enter into arrangements with a person for the carrying out to any extent by that person of a function conferred on the Board under Articles 4 to 8 or 33.
- (2) The Board may only enter into arrangements with a person under paragraph (1) in relation to its function of extinguishing fires if the person employs fire-fighters.
  - (3) Arrangements under this Article may include provision as to the terms on which any function is to be carried out (including provision as to payment).



### **Charging**

- 14.**-(1) The Department may by order authorise the Board to charge a person of a description specified in the order for any action so specified taken by the Board.
- (2) An order under paragraph (1) may authorise charging for extinguishing fires, or protecting life and property in the event of fires, only in respect of fires which are—
- (a) outside Northern Ireland; or
  - (b) at sea.
- (3) The power in paragraph (1) includes power to authorise a charge to be imposed on, or recovered from, a person other than the person in respect of whom action is taken by the Board.
- (4) The power in paragraph (1) includes power to specify that, in setting the amount of a charge, the Board shall secure that, taking one financial year with another, the Board's income from charges does not exceed the cost to the Board of taking the action for which the charges are imposed.
- (5) If the Board is authorised by an order under paragraph (1) to charge for taking action of a particular description and the Board decides to do so, then subject to paragraph (4)—
- (a) the amount of the charge is to be set by the Board; and
  - (b) the Board may charge different amounts in different circumstances (and may charge nothing).
- (6) Before making an order under this Article the Department shall consult the Board and any other persons it considers appropriate.

## **CHAPTER IV**

### **WATER SUPPLIES, ETC**

#### *Supply and use of water*

#### **Duty to secure water supply**

- 15.**-(1) The Board shall take all reasonable measures for securing that an adequate supply of water will be available for the Board's use for the purposes specified in paragraph (2).
- (2) The purposes referred to in paragraph (1) are—
- (a) extinguishing fires;
  - (b) protecting life and property in the event of fires;
  - (c) rescuing persons in the event of road traffic accidents;
  - (d) protecting persons from serious harm in the event of road traffic accidents;
  - (e) carrying out any function conferred on the Board by an order under Article 7; and
  - (f) complying with any directions given to the Board under Article 56.

#### **Use of water**

- 16.**-(1) The Board may use any convenient or suitable supply of water for the purposes specified in Article 15(2).
- (2) Subject to Article 35(2) of the Water and Sewerage Services (Northern Ireland) Order 1973 (NI 2), the Board shall pay reasonable compensation for water used by virtue of paragraph (1).

*Fire hydrants*

**Fire hydrants**

- 17.-(1) The Board shall arrange with the Department for Regional Development—
- (a) for the provision and maintenance of such fire hydrants as are necessary for securing the efficient use of the available supply of water for the purposes specified in Article 15(2); and
  - (b) for indicating by a notice or distinguishing mark, which may be placed on any wall or fence adjoining a road or public place, the locations of fire hydrants.
- (2) A person commits an offence if he uses a fire hydrant otherwise than—
- (a) for the purposes specified in Article 15(2);
  - (b) for any other purpose of the Board; or
  - (c) for any purpose authorised by the Department.
- (3) A person commits an offence if he damages or obstructs a fire hydrant, otherwise than in consequence of use for the purposes mentioned in paragraph (2).
- (4) A person guilty of an offence under paragraph (2) or (3) shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale.

# THE FIRE AND RESCUE SERVICES (EMERGENCIES) ORDER (NORTHERN IRELAND) 2011

## Articles 3 to 7

### Chemical, biological, radiological or nuclear incidents

3. For the purpose of enabling action to be taken in the event of a chemical, biological, radiological or nuclear incident, the Board shall—
  - (a) make provision for removing chemical, biological or radio-active contaminants from a person and capturing any water used to remove such contaminants; and
  - (b) make arrangements for ensuring that reasonable steps are taken to prevent or limit serious harm to the environment resulting from action taken for the purpose of paragraph (a).

### Search and rescue

- 4.-(1) The Board shall make provision for the purpose of rescuing people who may be trapped and protecting them from serious harm in the event of—
  - (a) a landslide;
  - (b) the collapse of a building, tunnel or other structure; or
  - (c) in the event of a serious transport incident.
- (2) In this Article—
  - (a) “structure” does not include a tunnel or mine;
  - (b) “tunnel” means a man-made passage; and
  - (c) “mine” means a mine within the meaning of section 156 of the Mines Act (Northern Ireland) 1969(a).
- (3) The function conferred by paragraph (1) shall not apply where it is reasonable for the Board to conclude that another person with search and rescue functions or specialist search and rescue capabilities can make satisfactory provision for the emergency in connection with which the function is conferred.

### Serious flooding

5. The Board shall make provision for the purpose of—
  - (a) rescuing people trapped, or likely to become trapped, by water, and
  - (b) protecting them from serious harm, in the event of serious flooding.

### Serious transport incident

6. The Board shall make provision for the purpose of rescuing people and protecting them from serious harm in the event of a serious transport incident.

### Nature of provision for emergencies

7. For the purpose of carrying out its functions under this Order, the Board shall in particular—
  - (a) secure the provision of such equipment as may be necessary to meet efficiently all reasonable requirements of this Order;
  - (b) secure the provision of such personnel, services and training as may be necessary efficiently to meet all reasonable requirements of this Order;
  - (c) make arrangements in relation to preparedness activities;

- (d) develop, maintain, review and revise an emergency response plan as necessary;
- (e) make arrangements for dealing with calls for help and summoning personnel;
- (f) make arrangements for obtaining information required or likely to be required for those purposes; and
- (g) make arrangements for ensuring that reasonable steps are taken to prevent or limit damage to property resulting from action taken for those purposes.



**Northern Ireland  
Fire & Rescue Service**

# **NIFRS Board Standing Committees**

## **Terms of Reference**

**April 2014**

## **AUDIT, RISK & GOVERNANCE COMMITTEE**

### **Terms of Reference**

To support the Board in their responsibilities for issues of risk control and governance(including information management) by reviewing the comprehensiveness of assurances in meeting the Board and Accounting Officer's assurance needs and reviewing the reliability and integrity of these assurances.

### **Key Areas of Responsibility**

- **Governance and Internal Control -**
  - To advise on and oversee the strategic processes for risk management, control and corporate governance and the statements of internal control
  - To advise on and oversee assurances relating to the corporate governance requirements for the Organisation
  - To advise on and oversee anti-fraud policies, whistleblowing processes, and arrangements for special investigations
  - To advise on and oversee assurances on information governance
- **Internal Audit -**
  - To agree the Board's audit strategy and monitor the planned activity and outcomes of both internal and external audit, including management reviews
  - To advise on the adequacy of management response to issues identified by audit activity
  - To advise on the effectiveness of the internal control environment
  - To advise (where appropriate) on proposals for tendering for either Internal or external audit services or for purchase of non-audit services from contractors who provide audit services
- **Financial Reporting -**
  - To review NIFRS Annual Report and the Financial Statements before submission to the Board, focussing particularly on:
    - the Letter of Representation which accompanies the draft Final Accounts
    - changes in, and compliance with, accounting policies and practices
    - unadjusted errors in the Financial Statements
    - major judgemental areas
    - significant adjustments resulting from the audit
  - To advise on the adequacy of management response to issues identified by audit activity, including external audit's Management Letter
  - To ensure that the systems for financial reporting to the Board, including those of budgetary control, are subject to review as to completeness and accuracy of information provided to the Board
- **Performance Management -**
  - Strategic and Corporate Business Plan
  - NIFRS Key Performance Indicators/Review
  - Monthly/Quarterly/Annual Performance and Business Improvement Reporting

## **Membership**

The Membership of the Audit, Risk & Governance Committee shall be as follows:

5 non-executive Members, 2 of whom will be Chairman and Vice-Chairman of the Committee. The Board Chairman and the Chief Fire Officer are not Members of this Committee.

The Accounting Officer, Directors of Planning, Performance & Governance and Finance and representatives of Internal and External Audit will normally attend Meetings of the Audit, Risk & Governance Committee. Other relevant members of the Senior Management Team will attend as required by the Chief Executive to ensure that appropriate information and advice is provided to the Committee. The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

## **Quorum**

A quorum of the Committee shall be at least 3 non-executive Members.

## **Accountability**

The Audit, Risk & Governance Committee is a Standing Committee of the Board and accountable to the Board.

The Chairman of the Committee shall make a report to the Board immediately following each Committee meeting, drawing the Board's attention to any issues that require disclosure to the full Board.

The Audit, Risk & Governance Committee will provide the Board and Accounting Officer with an Annual Report, timed to support finalisation of the accounts and the Statement of Internal Control, summarising its conclusions from the work it has done during the year.

## **Frequency**

The Committee will meet at least 4 times each year or more frequently as required.

The Board or the Accounting Officer may ask the Committee to convene further Meetings to discuss particular issues on which they want the Committee's advice.

## **Rights**

The Audit, Risk & Governance Committee may:

- Procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board (as per Standing Order 11.1).

**Access**

The representatives of Internal and External Audit will have free and confidential access to the Chairman of the Audit, Risk & Governance Committee and there will be at least one formal meeting annually with each.

The Minutes of each Meeting will be considered by the Chairman of the Committee prior to submission for ratification and adoption by the Board.

The Chairman of the Committee shall make a report to the Board immediately following each Committee Meeting, drawing the Board's attention to any issues that require disclosure to the full Board.

**Agenda**

Standard Agenda, Minutes and reporting templates to be developed.

**Other Matters**

The Committee shall, at least once a year (normally in October), review its own performance, constitution and terms of reference and recommend any changes it considers necessary to the Board for approval.



## **RESOURCES COMMITTEE**

### **Terms of Reference**

To advise the Board on matters relating to finance and resources - human (including personnel policy), buildings, equipment, etc.

This Committee provides a strategic focus and seeks assurance on the securing and effective utilisation of all NIFRS resources.

### **Key Areas of Responsibility**

- Finance Issues -
  - Financial Planning
  - Pension Accounts
  - Periodic review, approval, scrutiny and oversight of Capital Investment and Business Cases
  - Progress Reports
- Human Resources -
  - HR Strategy and Policy
  - Personal Development Planning
  - Training & Development
  - Workforce Planning
  - Equality Issues, including the Equality & Diversity Forum
  - Recruitment
  - Legal Services Support in relation to HR matters
- Pay and Conditions of Service/Employee Policies
- ICT -
  - ICT Strategy and Policy
  - Oversee effectiveness of ICT as business enabler
- Procurement and Contracts -
  - Procurement Policy & Strategy
  - Award of Contracts over EU threshold
- Estates/Property Assets/Facilities -
  - Estates Strategy and Policies
  - To ensure NIFRS provides a safe and fit place for work and legal and regulatory compliance
- Asset/Inventory Management -
  - Asset/Inventory Management Strategy
  - To ensure value for money usage of NIFRS assets

### **Membership**

The membership of the Resources Committee shall be as follows:

5 non-executive Members, 2 of whom will be Chairman and Vice-Chairman of the Committee. In addition, the Board Chairman and the Chief Fire & Rescue Officer are ex-officio Members.

The Directors of Finance, Human Resources and Planning, Performance & Governance will normally attend Meetings of the Resources Committee. Relevant members of the Senior Management Team will attend as required by the Chief Executive to ensure that appropriate information and advice is provided to the Committee.

### **Quorum**

A quorum of the Committee shall be at least 3 non-executive Members.

### **Accountability**

The Resources Committee is a Standing Committee of the Board and accountable to the Board.

The Minutes of each Meeting will be considered by the Chairman of the Committee prior to submission for ratification and adoption by the Board.

The Chairman of the Committee shall make a report to the Board immediately following each Committee Meeting, drawing the Board's attention to any issues that require disclosure to the full Board.

### **Frequency**

The Committee will meet at least twice each year or more frequently as required.

### **Agenda**

Standard Agenda, Minutes and reporting templates to be developed.

### **Other Matters**

The Committee shall, at least once a year (normally in October), review its own performance, constitution and terms of reference and recommend any changes it considers necessary to the Board for approval.

## **SERVICE DELIVERY COMMITTEE**

### **Terms of Reference**

To consider reports and make recommendations on all aspects of operational service delivery and performance management including the outcome of all agreed KPIs.

### **Key Areas of Responsibility**

- Operational Planning -
  - Operational Assurance of Service Delivery (OASD)
  - Operational updates
  - Integrated Risk Management Plan (IRMP)
  - Operational Training and Development
  - Infrastructure Development – Stations/Joint Services College
  - Partnership working
  - Customer satisfaction
- Community Development -
  - Community Development Strategy Implementation
  - Legislation
  - Health & Safety
  - Road Safety Strategy and Implementation
- Internal/External Communication and Media Strategy
- Research and Technical Development -
  - Fleet, Transport, Equipment
  - Regional Control Centre
- Policy and Development
- Performance and Achievements

### **Membership**

The membership of the Service Delivery Committee shall be as follows:

6 non-executive Members, 2 of whom will be Chairman and Vice-Chairman of the Committee. In addition, the Board Chairman and the Chief Fire & Rescue Officer are ex-officio Members.

The Directors of Operations, Community Protection and Operational Support will normally attend Meetings of the Service Delivery Committee. Relevant members of the Senior Management Team will attend as required by the Chief Executive to ensure that appropriate information and advice is provided to the Committee.

### **Quorum**

A quorum of the Committee shall be at least 3 non-executive Members.

### **Accountability**

The Service Delivery Committee is a Standing Committee of the Board and accountable to the Board.

The Minutes of each Meeting will be considered by the Chairman of the Committee prior to submission for ratification and adoption by the Board.

The Chairman of the Committee shall make a report to the Board immediately following each Committee Meeting, drawing the Board's attention to any issues that require disclosure to the full Board.

### **Frequency**

The Committee will meet at least twice each year or more frequently as required.

### **Agenda**

Standard Agenda, Minutes and reporting templates to be developed.

### **Other Matters**

The Committee shall, at least once a year (normally in October), review its own performance, constitution and terms of reference and recommend any changes it considers necessary to the Board for approval.

## **REMUNERATION COMMITTEE**

### **Terms of Reference**

To oversee the appointment of the Corporate Management Team and to determine all matters relating to their terms and conditions of appointment and service including succession planning.

### **Key Areas of Responsibility**

- To consider the salaries/Conditions of Service for Principal Officers and Directors
- To note all pay increases at all levels and securing the appropriate approvals
- To consider outcomes of all Job Evaluations
- Scrutiny and approval of Pay Remits
- Senior Management Succession Planning
- Scrutiny of contractual arrangements including termination payments

### **Membership**

The membership of the Remuneration Committee shall be as follows:

The Chairman of the Board, who is also Chairman of this Committee, and the Chairmen of the Resources and Service Delivery Committees, plus one other Board Member. The Chief Fire & Rescue Officer is not a Member of this Committee.

Members of the Audit, Risk & Governance Committee should not be Members of the Remuneration Committee.

Relevant members of the Senior Management Team will attend as required by the Chief Executive.

### **Quorum**

A quorum of the Committee shall be at least 3 non-executive Members.

### **Accountability**

The Committee is a Standing Committee of the Board and accountable to them.

The Minutes of each Meeting will be considered by the Chairman of the Committee prior to submission for ratification and adoption by the Board.

The Chairman of the Committee shall make a report to the Board immediately following each Committee Meeting, drawing the Board's attention to any issues that require disclosure to the full Board.

### **Frequency**

The Committee will meet as required.

## **Agenda**

Standard Agenda, Minutes and reporting templates to be developed.

## **Other Matters**

The Committee shall, at least once a year (normally in October), review its own performance, constitution and terms of reference and recommend any changes it considers necessary to the Board for approval.

## **JOINT NEGOTIATING COMMITTEE**

The Joint Negotiating Committee shall consist of the Board Chairman, the Chief Executive, Chief Fire Officer and the Chairmen of the Service Delivery and Resources Committees and up to 5 representatives nominated by the relevant Representative Body/Bodies to consider all relevant issues between the Board and the Trade Unions.

The Committee shall meet at such time and place as it is necessary for the completion of the business entrusted to it.

## **GENERAL COMMITTEE MATTERS**

Notwithstanding the provision of other Standing Orders, the Board or the Chairman may refer any matter to a Committee for consideration and report.

### **Election of Chairman and Vice-Chairman of Committees**

Each Committee shall elect a Chairman and Vice-Chairman from its Members. Membership including the positions of Chairman and Vice-Chairman will be reviewed annually, normally in October of each year, by each Committee.

### **Role of Chairman and Vice-Chairman of Committees**

The Chairman (and in his/her absence the Vice-Chairman) of each Committee shall be responsible to the Board for the general direction of the business entrusted to that Committee and shall take charge of, or in his/her absence arrange for, the moving of adoption of the Committee report at the Meeting of the Board to which it is submitted.

### **Powers of All Committees**

All Committees of the Board shall be advisory, and their function shall be to make recommendations and reports to the Board. (The Board may delegate to a Committee with or without restrictions in conditions as the Board thinks fit any functions exercisable by the Board except the power of borrowing money or acquiring, holding or disposing of land and any transferred provision regulating the exercises of a function by the Board shall also apply to regulate the exercise of that function by a Committee.)

Committees, with Board approval, may appoint Sub-Committees or Working Parties as they may decide and shall set out the Terms of Reference, expected timescales, resources and membership. Where Committees are authorised to establish Sub-Committees they may not delegate executive powers to the Sub-Committee unless expressly authorised by the Board.

Proceedings of such groupings shall be submitted to the Parent Committee for adoption before a report is made to the Board.

### **Committee Procedure**

The Standing Orders relating to procedure at Board Meetings shall, so far as is practical, govern the procedure at Committee Meetings.

### **Ex-officio Members**

The ex-officio Members of NIFRS Committees have exactly the same rights and privileges as do all other Members including the right to vote. However, ex-officio Members are not counted in determining the number required for a quorum or in determining whether a quorum is present if the Standing Orders of NIFRS provide that they are ex-officio Members of all Committees.