



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 07

MEETING	Dorset & Wiltshire Fire and Rescue Authority
DATE OF MEETING	23 June 2016
SUBJECT OF THE REPORT	Local Performance and Scrutiny Committees
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For information and approval
EXECUTIVE SUMMARY	<p>The concept of Local Performance and Scrutiny Committees was approved by Members at Shadow Authority on 23 October 2015. The principle was to provide a mechanism for ensuring local accountability, focus and on going support for matters relating to the geographical areas of the five constituent local authorities. Since October a number of Member briefing sessions have been held to explore the concept and the scope of these innovative committees and examine the mechanism for local reporting and scrutiny including a demonstration of the reporting tool.</p> <p>This paper brings together the matters that have arisen from these briefings and presents recommendations, with a view to achieving appropriate levels of consistency of approach across the four Local Performance and Scrutiny Committees.</p>
RISK ASSESSMENT	<p>Failure to fully consider, develop and implement legal and effective governance arrangements will present significant risks to the Dorset and Wiltshire Fire and Rescue Authority. Key amongst these risks are legal compliance, effective leadership and clarity of relationships between Members and officers.</p>
COMMUNITY IMPACT ASSESSMENT	<p>The Shadow Authority previously agreed that the governance arrangements for a new combined fire authority should include Performance and Scrutiny Committees based upon the geography of the constituent authorities. These are innovative arrangements and they are designed to ensure that within a larger combined authority there is still a clear, local focus and greater local accountability.</p>
BUDGET IMPLICATIONS	No additional budget implications from this report.

NOT PROTECTIVELY MARKED

RECOMMENDATIONS	<p>Members to consider the contents of the report and specific recommendations detailed below:</p> <ol style="list-style-type: none">1. Local Performance and Scrutiny Committees will not be recommending local targets to the Fire and Rescue Authority for emergency response in Year 1, but will monitor the effectiveness of emergency response arrangements appropriate to its area.2. Appropriate levels for achieving quorum at the four Local Performance and Scrutiny Committees are 4 (Bournemouth and Poole), 4 (Dorset), 3 (Swindon) and 5 (Wiltshire).3. The standard agenda for the four Local Performance and Scrutiny Committees is as outlined in Appendix B.4. Members determine the meeting location for the four Local Performance and Scrutiny Committees based upon the principles of minimising cost and maximising public engagement.
BACKGROUND PAPERS	Shadow Authority report: Governance Associated with a New Combined Fire Authority (23 October 2015).
APPENDICES	A: Terms of reference: Local Performance and Scrutiny Committees B: Proposed Agenda: Local Performance and Scrutiny Committees
REPORT ORIGINATOR AND CONTACT	ACFO Ben Ansell, Director of Operations Tel: 07786 174221

Introduction

- 1.1 The concept of Local Performance and Scrutiny Committees was recommended to the Shadow Authority on 23 October 2015. The principle was to provide a mechanism for ensuring local accountability, focus and on going support for matters relating to the geographical areas of the five constituent local authorities.
 - 1.2 Members approved the concept and Local Performance and Scrutiny Committees were established for:
 - Bournemouth and Poole
 - Dorset
 - Swindon
 - Wiltshire
 - 1.3 The terms of reference were agreed and can be found in Appendix A.
 - 1.4 Following on from the approval of the concept, it was felt that it would be useful to hold a number of briefing sessions for Members of each Local performance and Scrutiny Committee. In the intervening months two sessions have been held as the concept has been further developed. The first involved a broader overview of the concept and the scope of the committees, whilst the second focussed on the mechanism for local reporting and scrutiny including a demonstration of the reporting tool.
 - 1.5 These briefings were held as follows:
 - Bournemouth and Poole - 18 January and 23 May
 - Dorset - 21 January and 24 May
 - Swindon - 22 January and 01 May
 - Wiltshire – 21 January and 31 May
 - 1.6 During the briefings a number of areas were discussed and recommendations made. These are outlined below.
- ## 2. Terms of Reference
- 2.1 The terms of reference are as set out in Appendix A, however following their January briefings all four committees took the view that they would not, in Year 1, be recommending local targets to the Fire and Rescue Authority for emergency response. Instead they would be monitoring performance against the agreed Service wide standard for the five emergency response key performance indicators.

2.2 This view was taken to Shadow Policy and Resources Committee on 23 March 2016 and was accepted as a pragmatic approach for Year 1, whilst further work is undertaken on emergency response standards and targets.

2.3 **Recommendation 1:**

Local Performance and Scrutiny Committees will not be recommending local targets to the Fire and Rescue Authority for emergency response in Year 1, but will monitor the effectiveness of emergency response arrangements appropriate to its area.

3. Quorum

3.1 During the briefings in May, Members considered what would constitute quorum in the four Local Performance and Scrutiny Committees. The principle reached was that quorum should be a minimum of half of the constituent authority Members (rounded up to the nearest whole number). In addition, Bournemouth and Poole took the view that this figure would also need to include a minimum of one Member from each Authority. This is summarised in Table 1 below.

	Total Membership	50%	Proposed Quorum	Notes
Bournemouth and Poole	7	3.5	4*	* To also include 1 Member from each Authority
Dorset	8	4	4	
Swindon	5	2.5	3	
Wiltshire	10	5	5	

Table 1: Proposed quorum for Local Performance and Scrutiny Committees

3.2 **Recommendation 2:**

Appropriate levels for achieving quorum at the four Local Performance and Scrutiny Committees are 4 (Bournemouth and Poole), 4 (Dorset), 3 (Swindon) and 5 (Wiltshire).

4. Meeting Agenda

4.1 During the briefings in May, Members considered a suggested agenda for the four Local Performance and Scrutiny Committees. There was agreement that a standard agenda was appropriate across the committees to ensure consistency of approach and alignment with the terms of reference. Members requested that provision be made for public questions and also for matters to be raised relating to concerns from Members themselves.

4.2 The proposed standard agenda is detailed in Appendix B.

4.3 **Recommendation 3:**

The standard agenda for the four Local Performance and Scrutiny Committees is as outlined in Appendix B.

5. Location of meetings

5.1 Members debated this matter at some length. There was agreement that wherever possible Fire and Rescue Authority premises should be used. Some premises were more suitable for public access and these would be used wherever possible. Members also suggested using a number of premises on a rotational basis within a Local performance and Scrutiny Committee area in order to maximise the potential for wider public engagement. The first meetings are scheduled to be held at the following locations:

- Bournemouth and Poole – Hamworthy Fire Station (to be confirmed)
- Dorset – Dorchester Area Offices
- Swindon – Westlea Fire Station
- Wiltshire – Trowbridge Fire Station

5.2 **Recommendation 4:**

Members determine the meeting location for the four Local Performance and Scrutiny Committees based upon the principles of minimising cost and maximising public engagement.

6. Election of Chairman

6.1 Following advice from the Monitoring Officer, the election of a Chairman for each Local Performance and Scrutiny Committee will take place at the first round of public meetings held in August and September 2016.

7. Public Meetings

7.1 The first round of public meetings are scheduled to take place on the following dates:

- 30 August - Bournemouth and Poole
- 31 August - Dorset
- 1 September - Wiltshire
- 2 September - Swindon

7.2 The meetings are scheduled to start at 10:00hrs and last for two hours.

7.3 At these meetings, Members will be asked to scrutinise local performance from Quarter 1 (April – June) of the new combined Dorset and Wiltshire Fire and Rescue Authority.

8. Summary

8.1 The formation of Local Performance and Scrutiny Committees in an innovative concept which is intended to ensure local accountability and performance monitoring within a larger fire and rescue authority. Members and officers are now in a position to progress this from concept stage to implementation, with the first round of public meetings where performance from Quarter 1 (1 April 2016 – 30 June 2016) will be reported and scrutinised.

Terms of reference: Local Performance and Scrutiny Committees

Four area based committees each covering the administrative areas of the following constituent authorities:

- ◆ Bournemouth Borough Council and the Borough of Poole
- ◆ Dorset County Council
- ◆ Swindon Borough Council
- ◆ Wiltshire Council

Terms of reference

1. To monitor the effectiveness and use of local information to best target prevention, protection and response activities and resources to the needs of local communities.
2. To recommend to the Fire and Rescue Authority local targets for emergency response and to monitor the effectiveness appropriate to its area.
3. To monitor the effectiveness of the discharge of fire safety statutory duties and wider fire protection initiatives appropriate to the build environment.
4. To monitor and periodically review the effectiveness of the approach and initiatives associated with fire safety education and prevention.
5. To monitor the outcomes of partnership working and the effectiveness of engagement with local partners.
6. To monitor the effectiveness of planning, preparedness and local community resilience plans appropriate to their area developed by the Local Resilience Forum.
7. To examine and thereafter approve quarterly assurance reports in respect of the key statutory duties (prevention, fire safety and response) to be considered by the full Fire Authority.
8. To recommend to the Fire and Rescue Authority proposals for whole Authority performance monitoring or scrutiny.

Agenda: Local Performance and Scrutiny Committees

1. Welcome
2. Apologies
3. Code of Conduct and Declaration of Interests
4. Public Questions (15 minutes in total)
5. Minutes and actions arising from previous meeting
6. Performance monitoring for preceding quarter
7. Briefing from Area Commander
8. Issues raised by Members (agreed with Chairman)