

Wiltshire and Swindon Fire Authority

REPORT REFERENCE NO.	18
MEETING	Combined Fire Authority
MEETING DATE	13 th February 2014
SUBJECT OF REPORT	Revised Terms of reference for Combination Oversight Board (COB)
OFFICER	Lindsay Gowland, Clerk to Wiltshire and Swindon Fire Authority
RECOMMENDATIONS	It is recommended that the Terms of Reference are agreed by Combined Fire Authority.
EXECUTIVE SUMMARY	At its December meeting the Wiltshire and Swindon Fire Authority requested that the suggested terms of reference for the Combination Oversight Board may need to be further clarified and refined. Following the inaugural meeting of this advisory Board, revised terms of reference have been developed. The proposed revisions provide for greater clarity with regards to voting rights and to the advisory nature of the working group.
APPENDICES	None

1. Introduction

- 1.1 Members will recall that at a previous CFA meeting on 12 December 2013, a Paper was presented regarding a proposed combination between Wiltshire FRs and Dorset FRS.
- 1.2 Approval was given that both Services could look towards the viability of a combination, through the development of with a full Business Case brought to their respective CFA in September 2014.
- 1.3 The decision on whether the two Services should progress towards combination would be made at the September 2014 CFA meeting.

NOT PROTECTIVELY MARKED

- 1.4 Within the Paper of 12 December 2013, it was identified that whilst moving towards a decision for combination and working through a proposed convergence programme, there would be need for a joint Oversight Board, comprising of Members and Officers from both Authorities, whose purpose is to scrutinise and/or review the strategies, policies, plans and resources of the project. This Board would be an advisory body to the two Combined Fire Authorities.
- 1.5 The CFA Paper of 12 December detailed suggested Terms of Reference (ToR) for this Oversight Board (Appendix B of that Paper).
- 1.6 At the CFA meeting of 12 December, Members made recommendation for some slight changes to those draft ToR and these have now been incorporated and the revised ToR are presented below for approval by the Combined Fire Authority. It was also agreed that this Oversight Board should be call the 'Combination Oversight Board'.

2. Combination Oversight Board - (COB)

- 2.1 The Board is an advisory body set up by both Authorities. The expectation is that decisions will be reached on a consensus basis without the need for a vote. In the event of a vote becoming necessary, the decision will be made by the majority of elected Members present at the meeting. Officer advisors shall not be entitled to vote.

Membership

- Chairman of Wiltshire and Swindon Fire Authority*
- Chairman of Dorset Fire Authority*
- Three nominated Members of Wiltshire and Swindon Fire Authority
- Three nominated Members of Dorset Fire Authority

Officer advisor

- Chief Fire Officer Wiltshire Fire and Rescue Service
- Chief Fire Officer Dorset Fire and Rescue Service
- Clerk to Wiltshire and Swindon Fire Authority (committee support to Board)
- Clerk to Dorset Fire Authority (legal advice to Board)
- Treasurer to the Wiltshire and Swindon Fire Authority (financial advice to Board)
- Principal Officer Programme lead for Joint Programme Team

(*) Alternating chairmanship on a 6 monthly frequency

Terms of Reference

- 1) Provide strategic political direction to the joint leadership team in relation to the combination programme and emerging public policy and spending
- 2) Recommend to the respective Authorities a joint vision

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- 3) Consider critical governance issues associated with the combination programme and advise the respective Authorities as required
- 4) Develop a business case for possible combination. This to be considered in September 2014
- 5) Consider and recommend shadow arrangements to respective Authorities for the political and managerial governance of combined functions through a single Authority
- 6) Oversee the establishment of central governance arrangements for managing combined functions including a potential trading arm
- 7) Approve the scope, milestones and deliverables of the combination programme.
- 8) Monitor and approve periodic programme updates that will be subsequently considered by both Authorities.
- 9) Approve and monitor a communications strategy for the combination programme ensuring sound relationships with relevant political stakeholders
- 10) Approve and monitor the programme risks, issues and benefits
- 11) Within the agreed budget set by the Fire Authorities, monitor financial expenditure to support the convergence programme
- 12) Recommend to the respective Authorities grant applications including a joint transformation bid to DCLG for 2015/16

5. Financial Implications

5.1 None for the purposes of this report.

6. Significant Risks

6.1 Failure to adopt a clear terms of reference for the Combination Working Group will lead to poor governance arrangements associated with the due diligence process and the development of the business case for combination.

7. Equality Impact Assessment

7.1 None for the purposes of this report

9. Recommendations

9.1 It is recommended that the revised terms of reference are agreed by the Combined Fire Authority

Lindsay Gowland.
Clerk to Wiltshire and Swindon Fire Authority

Unpublished document used as background in the preparation of this report:

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

'Securing our future fire and rescue services'. A joint CFO paper considered by Dorset Fire Authority (5 December 2013) and Wiltshire and Swindon Fire Authority (12 December 2013)
Exempt paper under paragraph 2 of part 1 of schedule 12A of the Local Government Act

Authors: Lindsay Gowland, Clerk to Wiltshire and Swindon Fire Authority
Tel: 01380/735243 email: lindsay.gowland@wiltsfire.gov.uk
Derek James, Assistant Chief Officer
Tel: 01380/731103 email: derek.james@dorsetfire.gov.uk

NOT PROTECTIVELY MARKED