



**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

Purpose: Approval

Date: 3 April 2019

Title: **TERMS OF REFERENCE FOR THE COMBINED FIRE AUTHORITY MEMBERS WORKING GROUP**

Report of Chief Fire Officer

SUMMARY

1. The paper seeks approval for the Terms of Reference of the Combined Fire Authority (CFA) Working Group, formed following approval that the Isle of Wight Council and Hampshire Fire and Rescue Authority (HFRA) should jointly approach the Secretary of State and seek their permission to create a CFA across the local authority areas of Hampshire, Isle of Wight, Portsmouth and Southampton.

BACKGROUND

2. On 24 January 2019 the Hampshire Fire and Rescue Authority considered a report from the Chief Fire Officer, detailing the outcomes of the public consultation on the proposal to create a new Fire Authority for Hampshire, Isle of Wight, Portsmouth and Southampton.
3. It was noted at this meeting that the outcomes of the consultation exercise did not suggest significant public concern or a statistically significant view for or against proposed CFA; and
4. It was agreed to proceed with the submission of a proposal to the Secretary of State for the creation of the new CFA. The Authority delegated authority to prepare and submit the formal submission to the Chief Fire Officer in consultation with the Chairman of the Authority, the Chief Finance Officer and the Monitoring Officer.
5. The Chief Fire Officer was requested to arrange an initial CFA Members Working Group meeting. The inaugural meeting was held on Monday 18th March 2019, at which Councillor Christopher Carter was appointed as Chairman.
6. Draft CFA Members Working Group Terms of Reference were discussed and considered. The draft Terms of Reference were accepted for referral to the HFRA for approval. The Terms of Reference are provided in **Appendix A**.

SUPPORTING OUR SERVICE PLAN AND PRIORITIES

7. Hampshire Fire and Rescue Service (HFRS) prioritises the delivery of the best possible services to its communities and in making life safer for everyone. The business case upon which the HFRA took the decision to seek to create a single Authority which covers both HFRS and Isle of Wight Fire and Rescue Service (IWFRS) supports the aims of improving efficiency, effectiveness and public safety for the community. This commitment builds upon the success of the Delivering Differently in Partnership (DDiP) arrangements.
8. The creation of a new CFA for Hampshire, Isle of Wight, Portsmouth and Southampton supports the HFRA's strategic plan, detailed as its 'Safer and Stronger' priorities and its vision to create safer communities.

CONSULTATION

9. Members of the CFA Members Working Group have discussed the Terms of Reference and have requested that they be submitted for consideration by the HFRA for approval.

RESOURCE IMPLICATIONS

10. All requirements to support the CFA Members Working Group can be met from within existing resources.

ENVIRONMENTAL AND SUSTAINABILITY IMPACT ASSESSMENT

11. There are no impacts to the environment or sustainability which may result due to this proposal.

LEGAL IMPLICATIONS

12. There are no legal implications associated with this approval.

EQUALITY IMPACT ASSESSMENT

13. The proposals in this report are considered compatible with the provisions of equality and human rights legislation.

OPTIONS

14. To approve the CFA Members Working Group Terms of Reference. This option is recommended as it will enable the Working Group to proceed and support the preparations for the introduction of a CFA, on the positive presumption it will be authorised by the Secretary of State.
15. To not approve the CFA Members Working Group Terms of Reference. This option is not recommended as the Working Group has debated the content of the document and consider it appropriate for its purposes. If not approved, this would lead to a delay in the CFA Members Working Group being able to support the work to create a CFA, on the positive presumption it will be authorised by the Secretary of State.

RISK ANALYSIS

16. There are no organisational risks associated with this approval.

EVALUATION

17. The CFA Members Working Group will facilitate the consideration of the future remit of a Shadow Authority Board and how it can best work for the public benefit, establish common practices and form trusting relationships across the constituent authorities.

CONCLUSION

18. The CFA Members Working Group has been established to consider the future governance arrangements that would be required if the Secretary of State gives permission to introduce a new CFA across the areas of Hampshire, Isle of Wight, Portsmouth and Southampton. The Terms of Reference in Appendix A are submitted for consideration and approval by the HFRA. If approved, they will enable the CFA Members Working Group to commence its role.

RECOMMENDATION

19. That the CFA Members Working Group Terms of Reference be approved by Hampshire Fire and Rescue Authority.

APPENDICES ATTACHED

20. Appendix A - Combined Fire Authority Members Working Group Terms of Reference

BACKGROUND PAPERS

21. Minutes of the Hampshire Fire Authority meeting held on 24th January 2019
<http://democracy.hants.gov.uk/mgAi.aspx?ID=15756>

Contact:

Geoff Howsego, Director of Strategic Change, geoff.howsego@hantsfire.gov.uk

Paul Hodgson, Monitoring Officer, paul.hodgson@hants.gov.uk

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Combined Fire Authority Members Working Group - Terms of Reference



1. Introduction and Purpose

- 1.1 The Isle of Wight Council (IWC) and Hampshire Fire and Rescue Authority (HFRA) have both agreed to proceed with the proposal to create a submission to the Home Office for a new Combined Fire Authority (CFA) covering the local authority areas of Hampshire, Isle of Wight (IoW), Portsmouth and Southampton (the constituent authorities).
- 1.2 In advance of considering the proposal, there were discussions within HFRA's Authority Policy & Advisory Group (APAG) and with the Cabinet Member responsible for Fire and Rescue for the IWC about governance arrangements, should there be agreement to proceed. It was agreed by both parties to establish an interim arrangement for Members to provide guidance, scrutiny, support and direction to Officers managing the submission to the Home Office and associated transition work. Therefore, a Combined Fire Authority Members Working Group is being established.
- 1.3 This is a Member Working Group of both Authorities. However, it is not a joint committee and the Working Group has no decision-making powers.

2. Aims and Accountabilities

- 2.1 The Combined Fire Authority Members Working Group will have the following aims and accountabilities:
- 2.2 To provide guidance, scrutiny, support and direction to Officers managing the submission to the Home Office for a new CFA.
- 2.3 The CFA will require a new Combination Order. The Secretary of State will determine the number of representatives to be appointed by each constituent authority within the Combination Order. Prior to the new combination, it is normal practice that a Shadow Board is formally established as determined by the Secretary of State. The Members Working Group will facilitate the consideration of the future remit of a Shadow Authority Board and how it can best work for the public benefit, establish common practices and form trusting relationships across the constituent authorities.
- 2.4 To provide the infrastructure to ensure that when a Shadow Authority Board is created, it can be implemented swiftly and with consensus across the constituent authorities.
- 2.5 To provide political links back into the four constituent authorities.

- 2.6 To review documents relevant to the creation of the new CFA prior to submission to each current Authority for any required decisions.
- 2.7 To consider future finance arrangements.
- 2.8 To provide a forum to consider CFA related matters as a single unified members group, that is representative of the constituent authorities.
- 2.9 In advance of the establishment of a Shadow Authority Board, to aid Officers in delivering the requirements of the transformation phase by providing views, advice and support.
- 2.10 To provide a forum through which discussions can be openly facilitated on CFA related matters, so the two existing Authorities can maintain their focus on delivering their statutory duties and services to the community.
- 2.11 To scrutinise and influence the decisions to enable the smooth transition of the existing Authorities into the new CFA.

3. Procedures

- 3.1 There will be quarterly meetings, or as may be determined by the Working Group members.
- 3.2 The location of meetings will be held in such locations as may be determined by the Group.

4. Decision making

- 4.1 The Working Group will not have any authority for decision making.
- 4.2 The Working Group will not have powers other than those ascribed formally by both Authorities. It will not constitute a legal entity or a joint committee or sub-committee of the Authorities.

5. Agenda

- 5.1 Agendas and papers for meetings will be circulated to members of the Working Group in advance of meetings. Meetings will be supported by HCC Democratic Services.

6. Membership

- 6.1 The membership of the CFA Members Working Group will comprise the following:

IWC Cabinet Member responsible for Fire and Rescue
All HFRA Members
CFO (Adviser to the Working Group)

- 6.2 Members will appoint a Chairman at their first meeting.
- 6.3 Members will engage and inform the PCC for Hampshire and the IoW as may be appropriate and agreed.
- 7. Observers**
- 7.1 Observers may attend meetings where there is a business need to do so. This is at the discretion of the Chairman of the CFA Members Working Group.
- 8. Submitting papers**
- 8.1 Papers will normally be provided to CFA Members Working Group members five clear working days in advance of meetings.
- 9. Publication of minutes**
- 9.1 Minutes of the meetings will be shared with both Authorities. Both Authorities will handle the management of those minutes in accordance with their own protocols for Working Groups.

Review date: Sep 2019

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