



HAMPSHIRE
**FIRE AND
RESCUE
SERVICE**

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.

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