

## **Shropshire and Wrekin Fire and Rescue Authority**

### **Performance & Scrutiny Committee**

#### **Terms of Reference**

##### **Members: 5 + 2 Independent Scrutiny Members**

###### **Fire Authority (5)**

Karen Blundell (Liberal Democrat)  
Susan Coleman (Conservative)  
Alan Mosley (Labour)  
Beverley Waite (Liberal Democrat)  
1 vacancy (Reform)

###### **Independent Scrutiny Members (2)**

To be appointed  
To be appointed

##### **Quorum: 3**

##### **Membership**

Members of this Committee shall be drawn from the membership of the Fire Authority, in addition to up to 2 independent scrutiny members.

The Chair and Vice-Chair of the Authority shall not be members of the Performance and Scrutiny Committee but have a standing invitation to attend all such meetings and speak.

The Chairs and Vice-Chairs of the Strategy and Resources and the Audit and Standards Committee shall not be members of the Performance and Scrutiny Committee.

Members of the Fire Authority's Strategy and Resources Committee and its Audit and Standards Committee are not entitled to sit on this Performance and Scrutiny Committee.

##### **Chair:**

The Chair of the Committee shall be elected by the Committee at its first meeting of each municipal year.

##### **Purpose:**

In line with expectations set out in the Fire and Rescue National Framework 2018, Sections 3.12 and 3.13, the Fire Authority has established a Scrutiny Committee to support in achieving its strategic objectives and ensuring that its policy and budgetary framework is followed and developed to reflect the changing needs and demands in meeting its statutory obligations.

The Performance and Scrutiny Committee shall also be responsible for oversight of performance.

The overall purpose of the Committee will be to provide oversight and assurance that the Chief Fire Officer and/or the Service Management Team; and committees of the Fire Authority are making appropriate and effective decisions that are aligned with the Fire Authority's Community Risk Management Plan (CRMP), Medium Term Financial Plan (MTFP) and any other areas of Fire Authority Strategy.

## **Scrutiny**

In terms of scrutiny, the Committee shall:

- Inform Policy Development – provide, where appropriate, a political steer before a decision is taken/implemented.
- Hold Officers and the Service to Account – the Committee may call in decisions for scrutiny before they are implemented and may call upon officers to respond to enquiries.
- Hold the Authority to account – the Committee may call-in decisions for scrutiny before they are implemented, may examine decisions that have already been implemented and may call upon relevant members to respond to enquiries.
- Conduct reviews into specific issues – the Committee may identify matters that it wishes to conduct reviews into and call the relevant officers and members to assist it in carrying out those reviews.

In carrying out its role the Scrutiny Committee may look at strategic issues.

## **Performance Management**

To oversee the process of assessing progress toward achieving the Fire Authority's predetermined goals, as set out in the Annual Plan. The Committee's role involves building on that process, adding the relevant communication and action on the progress achieved against the predetermined goals.

## **Performance Monitoring**

Consider, monitor, review and, as appropriate, approve the following documents

- Monitoring reports on implementation of Annual Plan goals
- Quarterly performance monitoring reports on Corporate Performance Indicators
- Exception reports on Directorate objectives, where they lead to a failure in Corporate Performance Indicators
- Annual Review on the Service's previous year's performance prior to submission to the Fire Authority
- Monitoring reports on complaints and compliments and consider any customer relations issues arising from such reports, making recommendations to the Authority and Officers as appropriate

**Meetings:**

The scheduling of Committee meetings shall be contingent on the Fire Authority's published meeting schedule. Scrutiny Committee meetings will be held at least one calendar month in advance of scheduled Fire Authority meetings to allow select papers to be considered by Scrutiny prior to consideration by Fire Authority as a whole.

The Committee sessions will be public unless the topic being discussed is considered exempt.

**Terms of Reference:**

An annual work programme will be developed each year for the Committee. For scrutiny items, Members of the Fire Authority and the Independent Scrutiny Members will be regularly canvassed for ideas for areas to add to the work programme. The work programme shall be agreed by the Committee at its first meeting of each municipal year, although where a need arises, additional items may be agreed to be added to the work programme during the course of a municipal year.

The Committee may scrutinise:

- Service Delivery
- Corporate Services
- Service Communications
- Fire and Rescue Authority/Service Risk
- Performance

Areas for Scrutiny will identify

- Accountable person
- Rationale of Scrutiny
- Aim and objectives
- Terms of reference
- Timeline outlining milestones
- Regular updates

Scrutiny can take place pre or post decision, ensuring the Committee can be as effective as possible. A Scrutiny review into any particular matter, will not exceed a 12-month period.

**Powers:**

The Committee will not have decision making powers. Where Scrutiny takes place, should the Committee feel it appropriate, they may make recommendations to any other Committee or Fire Authority for their consideration.

**Accountability/ Reporting:**

An annual summary from the Scrutiny Committee will be provided to the Fire Authority for awareness and progress.