



HAMPSHIRE
FIRE AND
RESCUE
SERVICE

Joint Working in Hampshire – Stakeholder Advisory Group Terms of Reference

As of 1 June 2012 V0.3

1 Introduction

1.1 The Joint Working in Hampshire programme has been approved by the governing bodies of Hampshire Fire and Rescue Service, Hampshire Police Authority and Hampshire County Council. To implement the agreed areas of joint working, as developed within the Strategic Integrated Business Case (SIBC) and the Individual Blueprint Report (IBR), a programme of work has been established with the three organisations and a programme/project structure implemented to design and deliver the required outcomes.

1.2 The Joint Working Stakeholder Advisory Group (JWSAG) has been established to:

- to engage with members of staff within each of the areas being affected within the programme and Members of the Fire Authority;
- to allow communication between staff, HFRS managers and the Programme Delivery Board;
- to provide a forum within which a Member/s of the Fire Authority can oversee the work as it develops; and
- to give a forum within which HFRS views, concerns and issues can be aired and considered.

2 Aims and decision making powers of JWSAG

JWSAG will provide a forum for HFRS staff and Fire Authority Member/s to engage in the development of the design and implementation of the Joint Working in Hampshire proposals.

2.1 Aims:

- Create an means of engaging staff within service teams/functions involved in the Joint Working programme
- Establish a communications mechanism between teams, the HFRS Project Manager and the Programme Delivery Board.
- Provide support to teams in progressing the design and implementation phases of the project.
- Liaison with representatives from the Fire Authority

2.2 Decision Making:

HFRS managers will be representing the Service and their respective workstream within the Joint Working Programme. Decisions about individual workstream areas will be agreed within that area of the project and with the relevant Project Manager.

The JWSAG will be able to recommend actions / direction to the HFRS Project Manager who will be able to feed these into the Joint Working Programme Delivery Board.

The JWSAG will have no formal decision making powers within the Joint Working in Hampshire programme.

The JWSAG will be able to provide information and support decision making by the Hampshire Fire and Rescue Authority

3 Current procedures/practices

4 Supporting documentation/support/relationship to other procedures etc

The following documents are relevant to the JWSAG:

Joint Working in Hampshire Project

- Strategic Integrated Business Case
- Individual Blueprint Report
- Programme/Project Plan
- Project Highlight Reports
- Communications Strategy

HFRS Staff Review

- Departmental/Function Action Plans – Year 2, 3 and 4

FireWatch Project

- Programme/Project Plan
- Project Highlight Reports
- Communications Strategy

HFRS Service Orders

SO/1/1	Establishment and Service Structure
SO/1/1/1	Recruitment
SO/1/10	Employee relations
SO/1/15	Leave
SO/1/19	Staff Development Job Shadowing Programme Within HFRS

SO/1/2	Flexible Working Hours Scheme
SO/1/2/10	Pay and Allowances
SO/1/2/3	Family Friendly Working (includes maternity, paternity leave, etc)
SO/1/22	Secondment Policy
SO/1/28	Transfers
SO/1/30	Mediation Policy
SO/1/32	Redeployment Procedure
SO/1/33	Redundancy Procedure
SO/1/34	Restructuring and Reorganisation Policy

5 Group Members

HFRS Joint Working Project Manager
 Joint Working Project Support/Administrator
 2 Team Members from the following departments

- ICT
- HR
- Procurement
- Finance
- Occupational Health*
- CRI
- MarComms
- Fleet/Transport
- Property Maintenance/Facilities Management
- Learning and Development

Representative Bodies

- Unison
- FBU
- RFU

HFRA Member (F+GP Committee)

* The Occupational Health workstream is progressing already. Due to HFRS staff numbers this may be reduced to one person

6 Support/note taking

THE JWSAG will be supported by the HFRS Joint Working Project Manager and Project Support team

7 Action/timescales

Meetings will be held every month initially and will be reviewed in line with the development of the overall Joint Working Programme and Project Timeline.