

Hampshire Fire and Rescue Service

Performance Review and Scrutiny Committee

Item: 9

2 July 2013

Review of the Committee's terms of reference

Report by the Chief Officer

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1 Summary

- 1.1 This report reviews the Committee's terms of reference and identifies possible areas which need to be updated. The version agreed by the Committee will be reported to the Hampshire Fire and Rescue Authority meeting on 26 September 2013 for approval.

2 Recommendation

- 2.1 The Committee is invited to:
- a) consider its terms of reference and, if appropriate, recommend changes to the HFRA meeting; and
 - b) Consider if there are any specific items that it would wish to review / scrutinise.

3 Introduction and background

- 3.1 The HFRA has established 4 committees with specific responsibilities:
- Finance and General Purposes Committee;
 - Human Resources Committee;
 - Performance Review and Scrutiny Committee; and
 - Standards and Governance Committee.
- 3.2 The terms of reference of this committee are attached as Appendix A.
- 3.3 The terms of reference enable the Authority to discharge its functions effectively by either delegating some decisions to committees or by asking committees to consider particular topics and make recommendations to the full Authority.
- 3.4 Following the recent election and the appointment of a number of new Members to the Committee, it is timely to remind Members of the committee's responsibilities and to make any necessary changes to update the terms of reference.

4 Points to update

- 4.1 The Fire and Rescue Services National Framework for England 2012 has, amongst other things, placed increased emphasis on the role of Members in scrutiny and

holding the Service to account. This sits alongside the important role of monitoring performance and achievement of the Authority's plans and priorities.

4.2 The following things have taken place since the current terms of reference were agreed:

- publication of the national framework (see above);
- reduced emphasis on programmes of best value reviews but with an ongoing need to demonstrate value for money;
- changes in the Authority's service planning process, setting priorities and aims for the next 5 years which need to be monitored; and
- development of the Authority's strategic assessment and an increased emphasis on the analysis of risk.

4.3 The Committee has regularly reviewed the Service's performance and it is proposed that this should be made more explicit in the terms of reference.

4.4 A possible revised terms of reference to address these points is in Appendix B.

4.5 The Committee may wish to add to these suggestions. In addition the Committee may wish to begin to identify items to review / scrutinise as part of its work programme.

5 Supporting our corporate aims and objectives

5.1 Clear lines of accountability and an effective way of discharging the Authority's work are important in demonstrating sound governance and clear strategic direction. This aligns with the HFRA service plan 2013-18 which has the aim of making the organisation stronger and a specific priority in relation to leadership.

6 Risk analysis

6.1 An effective scheme of delegation of work and decisions enables appropriate time to be given to a range of issues facing the Authority and helps to ensure that decisions are taken appropriately. Without this governance framework there is a risk that areas are not properly examined before decisions are made and reduces the capacity of the Authority to properly scrutinise the work of the Service.

7 People Impact Assessment

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

8 Environmental and Sustainability impact assessment

8.1 None undertaken

9 Resource implications

9.1 No additional resources are required as a result of this report.

10 Consultation

10.1 This report is seeking the view of the Committee on its terms of reference. The

Committee's recommendations together with those obtained from the other committees will be presented to the HFRA meeting in September 2013.

11 Background papers

- 11.1 The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

"None"

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.

Performance Review and Scrutiny Committee
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CURRENT Terms of reference

Introduction

The Performance Review and Scrutiny Committee (PRSC) was set up in September 2001 (originally known as Performance Review Committee (PRC)) to monitor and direct performance management and review at corporate level. The PRSC receive their reports from the Performance Review Team based at Service Headquarters.

Aims of the committee**Efficiency reviews**

- To oversee and co-ordinate the preparations of the Authority for achieving best value and compliance with relevant legislative requirements.
- To participate in, determine and undertake a programme of efficiency reviews with a view to effecting continuous improvements in the way services are delivered, having regard to a combination of economy, efficiency and effectiveness.
- To appoint member(s) to individual efficiency reviews.
- To consider reports on the outcome of reviews and the relevant recommendations and to monitor their implementation on a regular basis.
- To recommend specific actions to secure best value for the Authority's services.
- To receive reports and information from officers, members, organisations and individuals as required by the Committee to further its work, and to interview members, officers, staff and comparable organisations as appropriate.
- To monitor and review policy, decisions and the service delivery issues referred by the Authority.
- To have oversight of the Service Plan priorities concerning the development of service delivery strategies
- To have oversight of the development of regional working with partner authorities to achieve service improvement, and to draw to the attention of the full Authority such matters of significance as the Committee considers appropriate.
- To identify and make recommendations on any cross-cutting issues in order to optimize the use of resources and improve service delivery.

Scrutiny

- To carry out joint member/officer pre and post-implementation scrutiny of any major project, scheme, or key decision taken by the Authority or its standing committees.
- To examine the extent to which the practical outcomes achieved in service delivery accord with the policy objectives of the Authority.
- To consider how effectively the Authority is engaging with partners and other public service bodies to achieve better outcomes for local people.
- To make recommendations to the Authority on such matters as it considers appropriate arising from the scrutiny process.

Improvement planning

- To receive updated reports detailing progress in the Improvement Planning Register.
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PROPOSED Terms of reference

Review the work of the Service

- To monitor and review any policy, decision or service delivery issues referred to the Committee by the Authority.
- To commission a programme of reviews drawn from any aspects of the Service's activities.
- To consider reports on the outcome of the reviews and the relevant recommendations and to monitor their implementation on a regular basis.

Service planning

- To consider reports and updates on the strategic assessment, risk analysis and integrated risk management plan for the Service.
- To oversee the service planning of the Service.
- To have oversight of the preparation of service plan priorities and aims, and regularly monitor their achievement.
- To examine the extent to which the practical outcomes achieved in delivering services accord with the priorities and aims of the Authority.

Value for money

- To oversee and co-ordinate the Authority's approach to securing value for money (including compliance with relevant legislative requirements) and recommend specific actions to secure value for money for the Authority's services.
- To participate in, determine and undertake a programme of efficiency reviews to ensure continuous improvements in the way services are delivered, having regard to economy, efficiency and effectiveness.
- To identify and make recommendations on any issues to optimize the use of resources and improve the delivery of service.

Scrutiny

- To carry out joint member/officer pre and post-implementation scrutiny of any major project, scheme, or key decision taken by the Authority or its standing committees.
- To receive reports and information from officers, members, organisations and individuals as required by the Committee to further its work, and to interview Members, officers, staff and comparable organisations as appropriate.
- To consider how effectively the Authority is engaging with partners and other public service bodies to achieve better outcomes for local people. This will include ensuring that the decision making process is accessible to the public, and that there are opportunities for the public and their representatives to influence and improve the delivery of services.
- To make recommendations to the Authority on such matters as it considers appropriate arising from the scrutiny process.

Performance

- To monitor the Service's performance against its priorities and key targets including comparisons with other organisations.
- To consider the evaluations and outcomes of corporate projects and initiatives.