

REPORT TO THE: Performance Review and Audit CommitteeDATE: 16th February 2009

REFERENCE:

SUBJECT: Terms of Reference for Risk Reduction Planning Member Working Group**SUMMARY**

This report provides terms of reference for the Risk Reduction Planning Member Working Group.

OBJECTIVES		IMPLICATIONS	
More than an Emergency Service		Operational Risk Management	
Trusted & Respected by our customers		Community Risk Reduction	
Saving Lives, Protecting Communities		Service Control	
Managing within Budget		Civil Contingencies & Resilience	
Allocate Resources to Priorities		Finance & Procurement	
Efficiency savings		People and Organisational Development	
Alternative funding & resources		ICT	
Managing People		CCMS	
Risk Reduction Planning	X	Transport	
Partnership Working		Corporate Risk	
Effective & Empowered People		Estates	
		Sustainability & Environment	
		Welsh Language	
		Legal	
		Governance	
		Equality & Diversity	
		Representative Body Consultation	

COMMENTS/OBSERVATIONS ON THE ABOVE OBJECTIVES/IMPLICATIONS:**RECOMMENDATIONS:**

That the members of the Policy Review & Audit Committee consider the attached terms of reference for the Risk Reduction Planning Member Working Group.

BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT:

Terms of Reference documents for other Authority Committees.

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Risk Reduction Planning – Member Working Group

Terms of Reference

The Authority has appointed a Risk Reduction Planning Member Working Group in order to inform, direct and monitor the risk reduction planning process.

Membership of the Working Group for the forthcoming year will be approved by the Fire Authority at the Annual General Meeting.

Each constituent Unitary Authority will be represented by one Member on the Working Group. In the event of a Member being unable to attend a meeting, he or she will nominate another member from the same constituent authority to sit in his / her place.

At the first meeting in any year, the Member Working Group will nominate a Chair from within their membership.

Role of the Risk Reduction Planning Member Working Group

The role of the Risk Reduction Planning Member Working Group is:

- To direct the process of risk reduction planning according to the Fire Authority's strategies
- To monitor the progress of risk reduction planning and advise on any changes.
- To meet, if appropriate, with the Minister for Social Justice and Local Government to discuss the Authority's proposals for risk reduction planning.
- To make recommendations to the Fire Authority following consideration of responses to consultation on risk reduction planning proposals.

Meetings

- Meeting dates will be agreed by prior arrangement with and circulated by the Committee Clerk. Should circumstances dictate, additional meetings will be called with the agreement of the Member Working Group.
- Minutes of all meetings will be taken by the Committee Clerk and circulated to the working group and appropriate officers within X working days of the meeting date.
- The Working Group will meet in February / March of each year to direct the content of the Draft Risk Reduction Plan or Action Plans
- The Working Group will meet in April to approve the Draft Risk Reduction Plan or Action Plan prior to submission to the Fire Authority

- During the consultation period April – July (in any year), the Chairman of the Member Working Group will be briefed by the Head of Operational Risk Management on any areas of interest and to report on progress on the consultation process.
- At the end of consultation period the Member Working Group will meet to consider the responses to the consultation and to direct the shape of the final plan.
- The number and frequency of additional meetings will be determined by the Member Working Group relative to the responses to the consultation.
- The Chair and Members of the Working Group along with senior officers will meet with the Minister for Social Justice and Local Government to discuss the Risk Reduction Plan before formal adoption.
- The Member Working Group will approve the final document prior to submission to the Fire Authority in October.