

**Devon and Somerset Fire and Rescue Authority**

**GOVERNANCE REVIEW WORKING GROUP - TERMS OF REFERENCE**

**Statement of Purpose and Scope**

1. The purpose of the Working Group is to consider and develop options for the most effective and efficient governance structure for the Authority having regard to:
  - (a) the functions of the Authority
  - (b) the review report produced by the Centre for Governance and Scrutiny
  - (c) the LGA governance guide: Leading the fire sector - Oversight of fire and rescue service performance (Nov 2019)
  - (d) the report by Her Majesty's Chief Inspector of Fire and Rescue Services: State of Fire and Rescue - The Annual Assessment of Fire and Rescue Services in England (2019)
2. The Working Group shall consider options that include the overall size of the Authority (subject to any Combination Scheme requirements on maximum numbers and apportionment of places to constituent authorities) and any committee structures with a view to the effective discharge of the Authority's functions.
3. The appointment of Police and Crime Commissioners to the Authority are not included in the scope.
4. Members of the Working Group may take soundings from other Members of the Authority as necessary during the course of the Group's activity.
5. Officers of the Service will support the work of the Working Group.
6. Officers will produce a report to the meeting of the Authority on 19 February 2021 on the Governance options developed by the Working Group.

**Membership**

7. The Working Group will comprise a maximum of seven Members of the Authority reflecting, insofar as possible: political balance; proportional representation from each constituent authority; and a balance of views expressed during the workshops facilitated by the Centre for Governance and Scrutiny.

8. Initial membership to be:

<b>Name</b>	<b>Constituent Authority</b>	<b>Party</b>
Brazil, Julian	Devon County Council	Lib Dem
Saywell, Andrew	Devon County Council	Con
Trail, Jeffrey	Devon County Council	Con
Buchan, Pam	Plymouth City Council	Lab
Coles, Simon	Somerset County Council	Lib Dem
Healey, Mark	Somerset County Council	Con
Thomas, David	Torbay Council	Con

9. Substitute representatives are not permitted because of the nature and balance of the Working Group.

### **Appointment of Chair**

10. The Working Group may appoint a Chair from its members at the first meeting of the Working Group.

### **Meetings**

11. The Working Group shall meet as required.
12. Meetings will be called by the Clerk to the Authority who will make a record of the meeting for the purpose of informing the report to be submitted to the Authority meeting in February 2021.

### **Quorum**

13. The total number of members required to be present for a meeting to be quorate will be one third of the total membership (i.e. at least three Members).

### **Powers**

14. The Working Group has no delegated authority, its purpose is to make recommendations to the Authority on potential governance options.

### **Voting**

15. The Chair, if appointed, shall determine when consensus has been reached.
16. Where consensus is not achieved this should be recorded and reflected in the report for submission to the Authority meeting in February 2021.