

**For Publication**

**Bedfordshire Fire and Rescue Authority  
Service Delivery Policy and Challenge Group  
26 June 2018  
Item No. 6**

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**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: TERMS OF REFERENCE**

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Background Papers: None

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Implications (tick ✓):

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

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**PURPOSE:**

To review the Terms of Reference for the Service Delivery Policy and Challenge Group.

**RECOMMENDATIONS:**

That Members consider the Terms of Reference for the Service Delivery Policy and Challenge Group and recommend any changes for 2018/19 to the Fire Authority.

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1. Introduction

1.1 The Service Delivery Policy and Challenge Group has been established to ensure that the following areas of the Fire and Rescue Service are functioning efficiently and effectively, challenging areas of under performance as required and approving any associated policy as necessary:

- Emergency Response
- Prevention
- Protection

2. Terms of Reference

2.1 The Terms of Reference for the Policy and Challenge Group were last revised in July 2017 and are appended to this report.

2.2 Members are asked to consider the current Terms of Reference and recommend any changes required for 2018/19 to the Fire and Rescue Authority

2.3 The Terms of Reference may need to be reviewed further following any recommendations from the Governance Audit.

**J ATKINSON**  
**SECRETARY/MONITORING OFFICER**

## **SERVICE DELIVERY POLICY AND CHALLENGE GROUP**

The Service Delivery Policy and Challenge Group has been established to ensure that the following areas of Service are functioning efficiently and effectively, challenging areas of under performance as required and approving any associated policy as necessary:

- Emergency Response
- Prevention
- Protection

### **Membership**

The Group is to consist of those Members appointed by the Fire and Rescue Authority for the ensuing year or as determined by the Fire and Rescue Authority.

One elected Member will be nominated as Chair of the Group by the Fire and Rescue Authority at its annual meeting and another elected Member will be nominated as Vice Chair at the first Group meeting held after the annual meeting. The Group may co-opt onto its membership any person, such as representatives or members of groups, who may provide specialist information or skills in assisting the Group to reach its aims and objectives set out below.

### **Quorum**

Business shall not be transacted at any meeting of the Service Delivery Policy and Challenge Group unless at least three Members are present and at least one Member from two constituent authorities.

### **Support**

The Group will be supported by the individual Principal Officer with responsibility for Service Delivery, the Service Delivery Team and members of the Strategic Support Team.

### **Regularity of Meetings**

The Group is to meet a minimum of four times a year. Other meetings can be called when deemed necessary by any member of the Group and following agreement with the Group Chair.

### **Reporting**

The Group has no delegated power to take decisions but its minutes are submitted to the FRA under a covering report from the Group's Chair with any recommendations.

## **Terms of Reference**

1. To consider and report as necessary on performance in respect of the Service Delivery Directorate functions and be involved in the setting and monitoring of Service targets.
2. To approve the Service Delivery Sections of the Fire and Rescue Authority's Community Risk Management Plan (CRMP) and associated annual action plans.
3. To consider and approve the Service Delivery Strategy and associated annual action plans.
4. To monitor the progress of the Service Delivery projects identified in the Community Risk Management Plan.
5. To commission and oversee reviews into specified areas of work within the Service Delivery Directorate.
6. To oversee the Community Risk Management Plan consultation processes, consider any responses, and make changes where appropriate.
7. To consider any external reports relating to the Service Delivery functions.
8. To Monitor progress of Blue Light Collaboration projects
9. To monitor the effective identification and management of corporate risks relating to Service Delivery functions.

*Revised Terms of Reference agreed by the CFA on 7 September 2011*

*Updated for change of Authority name – December 2012*

*Quorum included – 25 June 2014*

*Reporting Statement included – FRA Meeting 21 July 2016*

*Revised Terms of Reference Item 8 added and item FiReControl project removed – FRA Meeting 19 July 2017*