

Stoke on Trent and Staffordshire Fire and Rescue Authority and the West Midlands Fire and Rescue Authority

Fire Control Project Board

Terms of Reference

1. General Terms of Reference

- 1.1 The collaborating Authorities believe that there is an opportunity to deliver improved resilience, enhanced technology and efficiencies through a shared service approach to fire control services, following the termination of the national Fire Control project.
- 1.2 The collaborating Authorities have authorised the development of proposals for this shared service approach by a Project Board comprising Members and Chief Fire Officers (CFO's) of both Authorities, to develop the overall strategy, supported by a joint officer Project Team which will identify, plan and implement the optimum solutions.
- 1.3 The Project Board will operate as a formal joint Member working group of the constituent Authorities.
- 1.4 The Project Board will report to its constituent Authorities on a regular basis on the progress being made on the implementation of arrangements for delivering collaboration in fire control services.
- 1.5 The Project Board will make recommendations to the constituent authorities where appropriate on any significant issues such as financial and human resources matters.

2. Timescales & Governance

- 2.1 The constitution of the Project Board and appointments of members thereto will be agreed by the constituent Authorities during September/ October 2011. The Project Board will have an inaugural meeting to set the policy direction and strategy for the initiative and will then meet at appropriate milestones and otherwise as and when required, to monitor progress.
- 2.2 The Project Board will work on the basis of consensus in its decision making.

- 2.3 These terms of reference will be revisited by the Project Board at its first meeting of each municipal year.

3. Membership

- 3.1 The Project Board will comprise 4 Members and the CFO from each of the constituent Authorities.
- 3.2 Meetings of the Project Board will be held either at the Staffs HQ or the WMFS HQ. The Chair of the host Fire Authority will chair the meeting. The location of meetings is to be rotated between the two Authorities wherever possible. In the absence of the 'host' chair, the chair of the other Fire Authority, if present, takes the chair. In the absence of both chairs, a chair will be elected from those members present at the meeting.
- 3.3 The quorum for meetings will be four Members, comprising two Members from each Authority.
- 3.4 There are to be no co-opted members.
- 3.5 Membership of the Project Board for 2011-2012 is as follows:

Stoke on Trent and Staffordshire Fire and Rescue Authority	West Midlands Fire and Rescue Authority
Councillors	
1.	1.
2.	2.
3.	3.
4.	4.
The Chief Fire Officer	The Chief Fire Officer

4. Support Arrangements / Resources

- 4.1 The work of the Project Board will require support in terms of setting up and clerking of meetings. The convening and clerking of Project Board meetings will be carried out by the hosting Authority and the associated administrative costs set against project costs.
- 4.2 The Project Board will be supported by a joint officer Project Team which will assist the Board in drawing up a policy and strategy and a project plan to drive this collaborative work. The Project Team will subsequently work to identify and explore possible solutions

under the direction of the Project Board and finally to implement any proposals approved by the Project Board. The Project Team will comprise the following officers:

Stoke on Trent and Staffordshire Fire and Rescue Authority	West Midlands Fire and Rescue Authority
To be announced	To be announced

4.3 Specific support to the Project Board will be provided as set out below:

Support	Nature of tasks	Responsibility
Overall Co-ordination of the work of the Project Board/Team Policy and administrative support	<ul style="list-style-type: none"> • Manage the Project Plan • Ensure key action points arising from Board discussions are followed up via an officer debriefing at the end of each meeting. • Maintain ongoing dialogue and communication with stakeholders • Maintain ongoing dialogue and communication between the two local authorities. • Provide policy support as required by the Board. 	
Clerking of meetings	<ul style="list-style-type: none"> • Set up meetings and associated tasks. • Maintain schedule of meetings. • Send out of agendas and related paper work. • Take notes of meetings and distribute these. 	