

2015 Final Terms of Reference

Stoke-on-Trent and Staffordshire Fire and Rescue Authority

Service Improvement Committee

Terms of Reference

Constitution

The Panel consists of 10 Members with a quorum of 4.

Purpose

The purpose of the Service Improvement Committee is to consider and recommend options regarding the strategic direction of and the co-ordination of activities undertaken by Stoke-on-Trent and Staffordshire Fire and Rescue Authority (FRA) in terms of corporate planning, performance, equality and diversity and service development.

Vision

To make Staffordshire the safest place to be

Terms of Reference

- To consider the short, medium to long term strategic development needs of and demands on the FRA in terms of corporate planning, performance and improvement.
- To make recommendations regarding the FRA's Corporate Safety Plan (CSP) having regard to the Fire and Rescue Service National Framework for England, all other relevant legislative duties and the high level outcomes sought by the Staffordshire Strategic Partnership.
- To consider and recommend suitable strategic indicators and performance measures to evaluate all aspects of service delivery relating to the objectives contained within the CSP.
- To monitor all aspects of service delivery against objectives of the CSP.
- To make recommendations for improvements in all aspects of service delivery relating to the objectives contained within the CSP.
- To consider and recommend a corporate consultation framework to inform the development of future iterations of the CSP.
- To share improvement opportunities with national, sub-national and local strategic partners and other stakeholders.
- To make recommendations regarding effective ways to inform the public, partners and stakeholders of the performance achieved by the Authority in relation to the objectives contained within the CSP.

- To develop the Service Safety Plan that identifies all foreseeable risks that could affect the community, including those of a cross-border, multi-authority and national nature.
- To review how prevention, protection and response activities are best used to mitigate the impact of risk on communities, in a cost effective manner, working individually or collaboratively.
- To review when appropriate risk assessments to ensure the analysis of gaps between the existing capability and that which is needed to ensure national resilience is available.
- To ensure the Corporate Safety Plan is accessible and available to the public. Ensuring all stages of the plan reflect effective consultation, the plan covers at least a three year period and is reviewed as necessary.
- To provide information to Members on how the Service is engaging with statutory and external partners in influencing the agenda across the partnerships from children and young people to adult services.
- To drive improvement on equality matters.
- To monitor and develop the Authority's policies, procedures and strategies in respect of equality and diversity issues.
- To recommend new or revised equality and diversity policies and procedures where necessary and to review and monitor outcomes.
- To report the progress of the Business Transformation Team.

Delegation:

No delegated powers.

Reporting to:

Minutes of the meeting go to the Strategy and Resources Committee.

Frequency of Meetings

The Committee will meet four times each year.

(Established by the Authority on 21 October 2013 for implementation following the annual meeting of the Authority in June 2014, amended March 2015)