

**OVERVIEW & SCRUTINY MEMBER LED REVIEW - TERMS OF REFERENCE**

<b>Review Title:</b>	Safe and Well Visits	
<b>Review Group Lead:</b>	TBD	
<b>Participants:</b>	TBD	
<b>Start Date</b>	11 October 2018	

**1. Strategic Aims (how does this review relate to the Authority's strategic aims?)**

In June 2015, the Service explored how joint working with local partners could improve the way the most vulnerable people in our communities were identified and supported. Working with key partners including: NHS, County Council, Health and Wellbeing Network, Police and Drug and Alcohol Action Team, work began to reform the existing Home Fire Safety Check visit to deliver a model that identified other areas of vulnerability people may need support with. This new process is known as a Safe and Well Visit.

This review is being undertaken to ascertain the extent of the work currently being undertaken and comment on its effectiveness and efficiency in terms of community safety excellence and value for money.

**2. Overall Purpose (why is this work being undertaken?)**

To ensure CFRS is maximising its potential to work collaboratively with blue light and other partners, to deliver the best possible outcomes for the most vulnerable people in our communities.

**3. Objectives**

To evaluate the data collection mechanisms and how risk profiles are built to identify the most vulnerable.

To review the questionnaire content and ensure its compliance with the National Fire Chiefs Council standard evaluation framework.

To review the level and currency of training and skill sets required to deliver the process.

To identify any difficulties, through shadowing/dialogue with those delivering the process and make appropriate observations/recommendations.

**4. Outcomes**

A report to the Overview and Scrutiny Committee detailing findings of the review and any recommendations.

**5. Key Lines of Enquiry**

Understand who, what, where, when and how the process is delivered.

Identification of best practice (local, regional and national).

Identification of further opportunities and/or alternative methods of achieving the desired outcomes.

<b>6. Risks (are there any risks in doing this review, and how can they be minimised?)</b>		
<b>Risks</b>	<b>Mitigations</b>	
There is a risk that the resources required to sustain the process will not be available.	Greater input from partners. Prioritisation of resources review.	
<b>7. Equality &amp; Diversity (does this review address these issues either in terms of the subject matter or the way in which the activities will be conducted?)</b>		
It is expected that consideration will have been given to related equality and inclusion matters.		
<b>8. Timescale (how long will the work take?)</b>		
The review will be completed in time for a report to be presented to the Overview and Scrutiny Committee Meeting on 10 January 2019.		
<b>9. Target body for Findings/Recommendations</b>		
Overview and Scrutiny Committee.		
<b>10. Evidence (what do we need to inform the review?)</b>		
<b>Information Required:</b>	<b>Already Held</b>	<b>To Be Produced</b>
Documentation from archive, meetings, websites. Fact finding interviews. Shadowing Community Safety Officers/operational staff during delivery	Document Management System. Internet. Various.	
<b>11. Witnesses/Interviews (who &amp; why?)</b>		
To include but not limited to Area Commander Parker, Station Commander Clarke, Community Safety Officers, operational staff.		
<b>12. Site Visits (why, where &amp; when?)</b>		
To be determined.		