

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

<b>Review Title:</b>	Engagement with Representative Bodies	
<b>Review Group Lead:</b>	Councillor McGuire	
<b>Participants:</b>	Councillor Gowing	
<b>Start Date</b>	7 January 2021 (original date 3 October 2019)	

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

The Authority must ensure it is constituted and operates in accordance with the requirements of the Local Government and Housing Act 1989 and the Local Government Act 1972. In May 2016 and again in January 2019 it agreed to amend the terms of reference for the non-executive Joint Consultative Committee (JCC) in an attempt to ensure its governance arrangements were robust and operated cognisant of best practice within local councils and other family group fire and rescue services.

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

This review is being undertaken to satisfy the Fire Authority that its engagement with representative bodies is legally compliant and offers the most effective and productive way to allow dialogue on issues and concerns between the Service, Members and representative bodies whilst promoting transparency and openness. This review contributes to all four excellence statements but is predominantly focussed on people.

**3. Objectives**

The review will include research of best practice in the sector and interrogation of internal governance evidence and specifically that which documents the evolution of the JCC. It may also identify and comment on other ways in which the Service and Authority engage and communicate with the representative bodies.

The review will also seek to provide the Fire Authority with assurance that it is legally compliant and has an effective and efficient governance structure that reflects best practice in sector. It may seek to make recommendations should this not be the case.

**4. Outcomes**

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

**5. Key Lines of Enquiry**

Understand the existing governance arrangements and any historic influencers, identify other means by which engagement and dialogue is achieved, research best practice in sector and provide assurance that the Authority is legally compliant.

**6. Risks (are there any risks in doing this review, and how can they be minimised?)**

<b>Risks</b>	<b>Mitigations</b>

**7. Equality & Inclusion (does this review address these issues either in terms of the subject matter or the way in which the activities will be conducted?)**

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 15 April 2021 (original date 9 January 2020).		
<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 and current holdings. Fact finding interviews. Applicable legislation.	DMS  Internet	
<b>11. Witnesses/Interviews (who &amp; why?)</b>		
To include but not limited to current membership of the JCC, other fire and rescue service family group contacts, Cambridgeshire County Council/Peterborough City Council democratic and legal services, individuals representing FBU, FRSA and UNISON.		
<b>12. Site Visits (why, where &amp; when?)</b>		
To be determined.		