



SCOTTISH FIRE AND RESCUE SERVICE BOARD

CORPORATE GOVERNANCE

TERMS OF REFERENCE FOR THE PERFORMANCE COMMITTEE

Author/Role	WM Neil Kerr
Date of Risk Assessment (if applicable)	N/A
Date of Equality Impact Assessment	
Date of Impact Assessment (commenced)	N/A
Date of Impact Assessment (concluded)	N/A
Quality Control (name)	AM Kenneth Fraser
Authorised (name and date)	Sid Patten
Date of review	January 2016

INTRODUCTION

The Board of Scottish Fire and Rescue Service (SFRS) at their meeting on 29 January 2015 formally established a Performance Committee to continue the development and build on the work of the former Finance and Performance Group. The Committee, will undertake the on-going scrutiny in relation to performance matters of the service on behalf of the SFRS Board and will consider and recommend enhancements and improvements, reporting to the Board.

The Committee will have no authority in its own right in relation to operational aspects of performance management and will advise and make recommendations to the Board across all areas linked to service performance.

MEMBERSHIP

The Performance Committee will comprise five members appointed by the Board, one of whom will be appointed as the Chair. The Committee will be supported by the Director of Strategic Planning, Performance and Communications and staff of the Directorate and staff of the SFRS Board Support Team providing a secretarial function. The composition and effectiveness of the Committee will be reviewed on an annual basis and in accordance with policy this will include all members being stood down although eligible for reappointment. A full list of the membership is detailed in Appendix 1.

The Committee may invite representatives of related partner organisations as appropriate to Committee workshops to support, inform and discuss cross cutting issues and joint indicators for the purpose of supporting the on-going work of the Committee, future development and best value.

REPORTING

All formal Performance Committee meetings will be convened to ensure a timely formal written report is available to each meeting of the SFRS Board. A copy of the previous minute discussion and action points of formal Performance Committee meetings will also be submitted to each meeting of the SFRS Board.

RESPONSIBILITIES

The Performance Committee will advise and make recommendations to the Board across all areas linked to service performance. Specifically the Performance Committee will:

- Scrutinise the performance of the service against the developed framework maintaining a clear line of sight to public value, strategic planning, related national agendas and national outcomes.
- Scrutinise the performance of the service against the Key Performance indicators as outlined in the Annual Performance Review and reporting to SFRS Board on specific performance indicators.

- Scrutinise both monthly and Quarterly Performance Reports and provide the Board with the required level of assurance.
- Develop frameworks with other committees to ensure appropriate scrutiny of performance in corporate areas such as property utilisation, procurement, communication and engagement.
- Consider internal benchmarking around appropriate risk areas and explore benchmarking opportunities with other public services to identify best practice in performance measurement and risk analysis.
- Explore the feasibility of consolidating performance, finance and risk information for future Board reporting and scrutiny.
 - Apply scrutiny to partnership arrangements in order to evaluate the effectiveness of partnering activity in terms of best value and the contribution to National Outcomes
 - Explore opportunities to align with other scrutiny bodies with regard to the development of joint strategic performance indicators contributing to National Outcomes.

The Performance Committee will undertake an annual review of its effectiveness and value added and report the results of that review to the SFRS Board.

RIGHTS

The Performance Committee may:

- Co-opt additional members for a period to provide specialist skills, knowledge and experience.

ACCESS

N/A

MEETINGS

The procedures for meetings are:

- The Performance Committee will meet formally and in public at least four times a year;
- The Committee will also meet informally in workshop session as required for development purposes and to accommodate related organisation input and support;
- A minimum of 3 members will be present for the meeting to be deemed quorate;
- In the absence of the Chair, and with the approval of members in attendance, another Committee Member will assume the role for the duration of the meeting;
- Performance Committee meetings will normally be attended by the Director of Strategic Planning, Performance and Communications and members of the Business Support Team.

- The Performance Committee may invite other officials of the organisation to attend meetings and assist it with its discussions on any particular matter.

APPENDIX 1

The Committee Members:

- Sid Patten (Chair)
 - Jimmy Campbell
 - Kirsty Darwent
 - Robin Iffla
 - Michael Foxley
 - Pat Watters (Ex Officio)
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- Supporting Executive Member - Director of Strategic Planning, Performance and Communications