

Governance and Scrutiny Committee (Workshop Outcomes Review) 2017/18

Humberside Fire Authority



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1. Introduction and Background

The effective operation of the Governance, Audit and Scrutiny (GAS) Committee is a significant component of the Authority's assurance arrangements in underpinning service delivery through a facilitative governance and scrutiny infrastructure and providing support as an independent and non-political partner to the Authority.

An outcomes review was completed in April 2017 to consider key attributes of effective committees, the differences between assurance and reassurance and assessing the current status of agreed actions as part of the committees Development Plan following the previous review in 2014. Furthermore, the GAS Committee wanted to review its operating arrangements to ensure it continues to add value to the Fire Authority. A report was issued and it was agreed that after the September meeting of the GAS Committee members would meet to discuss the review.

2. Overall Approach

The session was supported by Kevin Lloyd from MIAA and was held after GAS Committee on the 18th September. The approach was for GAS Members, CMT Directors and the Corporate Planning Manager to discuss the outcomes review in April 2017 and to agree the development plan and next steps.

3. The Facilitated Session, Discussion and Outcomes

It was agreed that rather than focus the discussion solely on the development plan that members and officers would also undertake a stock take of the committees' role and its operations. This was used to determine whether any enhancements could be made to ensure it continues to add value to the Fire Authority. Summarised below are some of the discussions from the facilitated session: -

- **Expectations:** Members considered it was important to meet periodically with the Chief Fire Officer and Chair of the Authority in order to discuss and agree the expectations of the committee.
- **Scrutiny:** This was agreed to be an important aspect for the GAS Committee. There was discussion whether this could be held at the end of a meeting a scrutiny topic would be considered at certain meetings and the relevant service lead would attend to present this. Officers will suggest appropriate and relevant topics.
- **Committee Work Plan:** All parties agreed on the value of the GAS Committee and discussed a number of approaches to support the development of their



ongoing work plan. It was suggested that GAS Members would benefit from raised awareness of preparations for the pending HMICFRS inspection regime for Fire and Rescue Services including consideration of key assurances around the inspection themes Leadership, Efficiency and Effectiveness.

- **Member Skills:** To support the identification and coverage that the committee provides in their scrutiny role, members need to ensure that the knowledge, skills and experience of members is understood by management and the Authority.
- **Business Planning Cycle:** Members highlighted that it would be beneficial to receive the business planning cycle for all committees. This would provide a clearer understanding of the areas of assurance being reported, provide opportunity for improved forward planning and to avoid any unnecessary duplication.
- **Focus and Impact:** Members will receive feedback, at agreed frequencies, as to how recommendations from members are being implemented.

Timing of Meetings and Agenda Items: The majority of agenda items are reported to both the GAS Committee and to the Authority. The GAS Committee provides independent advice and scrutiny on topics which are then considered at the Authority, this remains an important function. Due to meeting scheduling within the Business Planning Framework there are occasions when GAS meetings will follow, rather than precede HFA meetings. Officers will bring all HFA Reports before the GAS Committee, either for scrutiny and comment, or for information if already reported to and approved by the Authority.

4. Conclusion and Way Forward

The GAS Committee and officers recognises the important role the committee undertakes as part of the overall governance framework of the Authority. The request to refresh workshop actions reflects the Committee's and officer's attentiveness to its responsibilities and its commitment to the continuous development of its operations as facilitated through the attached development plan and through future workshop sessions. GAS members supported by officers remain committed to setting the tone of constructive challenge in order that good practice and value outcomes are demonstrable.



Appendix A: Development Plan

Actions	Responsibility and Date
<p>Expectations: Members to meet with the Chief Fire Officer and Chair of the Authority in order to discuss and agree the expectations of the committee. The frequency of future meetings should be determined.</p>	<p>DC/SR 31.1.18</p>
<p>Scrutiny / Committee Workplan: A scrutiny topic to be considered at certain meetings of GAS and the relevant service lead should attend to present this. There should be consideration to link this to the new HMICFRS inspections for Fire Services and to include coverage of key assurances around the themes of Leadership, Efficiency and Effectiveness.</p>	<p>Officer members of GAS to consider relevant topics and forward to Corporate Planning Manager in order that a schedule can be produced. 31.1.18</p>
<p>Member Skills: Members need to ensure that the knowledge, skills and experience of members is understood by management and the Authority.</p>	<p>GAS Members to provide a pen portrait max 250 words to Corporate Planning Manager to be communicated via the Portal/Website. 31.1.18</p>
<p>Business Planning Cycle: GAS Committee members to receive the business planning cycle for all committees.</p>	<p>The current Business Planning Framework has been provided to Members for awareness. (Corp Planning Manager)</p>



Report Distribution

Name	Title	Report Distribution
Governance and Scrutiny Committee		PDF
Simon Rhodes	Corporate Planning Manager	PDF
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Review Completion

Name	Date of Workshop
Workshop Outcomes Review	18 th September 2017



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Acknowledgement and Further Information

MIAA would like to thank all members and officers for their co-operation and assistance in completing this review.

This report has been prepared as commissioned by the organisation, and is for your sole use. If you have any queries regarding this review please contact the Assistant Director. To discuss any other issues then please contact the Director.

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