

# Scottish Resilience

## Scottish Operational Guidance Programme Board

### Terms of Reference



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## 1. TITLE

The name of the Committee shall be the Scottish Operational Guidance Programme Board.

## 2. PURPOSE

To provide a consultative forum that can effectively select and prioritise guidance that needs to be updated for the Fire and Rescue Services in Scotland.

To consider guidance produced by the English Operational Guidance Programme Board and determine its appropriateness for Scottish Fire and Rescue Services.

To consider guidance on operational issues from other international sources and to use as a basis for the development of Scottish guidance as deemed appropriate.

The Scottish Operational Guidance Programme Board (SOGPB) will undertake three important functions at the heart of the proposed process:

1. Prioritisation/Risk Assessment,
2. Commissioning,
3. Sign off.

Where no up to date guidance is available and the SOGPB determine, following prioritisation and the risk assessment process, that guidance is required, the Board may decide:

1. To await the production of guidance being signed off by the English Operational Guidance Programme Board;
2. To develop guidance as a discreet workstream within the context of the English Operational Guidance Board arrangements;
3. To develop guidance unilaterally in order to address particular Scottish issues deemed a priority by SOGPB.

In any of the above circumstances the Board may determine that interim guidance will be issued for Scotland as deemed appropriate.

In reaching decisions the Board will, at all times, strive to ensure consensus is achieved

## 3. MEMBERSHIP

1. Membership of the Scottish Operational Guidance Programme Board will be drawn from the following organisations:

|  |
|--|
| <b>Organisation</b>                                    |
| Head of Scottish Fire and Rescue Advisory Unit (Chair) |
| Chief Fire Officer Association(Scotland)               |

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|--|
| Fire Brigades Union                                      |
| Retained Firefighters Union                              |
| Fire Officers Association                                |
| Association of Principal Fire Officers                   |
| Fire Conveners Forum                                     |
| Institution of Fire Engineers                            |
| Scottish Fire Service College                            |
| Scottish Resilience (Fire and Rescue Services Unit)      |
| Other relevant bodies as deemed appropriate by the Board |

2. A quorum of members must be present before a meeting can proceed. At least 4 bodies must be present.
3. Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary.
4. Committee members will cease to be a member of the board if they:
  - Resign from the committee
  - Resign from their employment
  - Fail to attend 3 consecutive meetings without providing apologies to the chairperson

#### 4. VACANT POSITIONS

Any vacant positions will be filled by contacting the parent body of the departing member for a suitable replacement to be made. Places can not be filled on a casual basis.

#### 5. CHAIRPERSON

The Chairperson for this forum will be the Head of the Scottish Fire and Rescue Advisory Unit.

The Chairperson's responsibilities include:

1. Scheduling meetings and notifying committee members;
2. Inviting specialists to attend meetings when required by the committee;
3. Guiding the meeting according to the agenda and time available;
4. Ensuring all discussion items end with a decision, action or definite outcome; and
5. Reviewing and approving the draft minutes before distribution;

#### 6. MEETING ADMINISTRATOR

The Meeting Administrator's responsibilities include:

1. Preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
2. Distributing the Agenda one week prior to the meeting
3. Taking notes of proceedings and preparing minutes of the meeting.
4. Distributing the minutes to all board members no later than one week after the meeting.

The minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.

## 7. FREQUENCY OF MEETINGS

Meetings shall be held twice a year in order to co-ordinate with the other U.K. Operational Programme Board meetings.

A special or extraordinary meeting may be called by:

1. Half the board members;
2. The Chairperson.

## 8. FUNCTIONS

The Operational Guidance Programme Board will:

a) Facilitate the selection and prioritisation of operational guidance for Scotland where this is at variance with elsewhere in the UK or that covered by other UK fire and rescue services.

b) Project selection decisions will be made by all members, scoring each project using a project assessment matrix based on those utilised elsewhere in the U.K..

The matrix pays attention to the following areas:

1. Recommendations made by courts
2. HSE Recommendations
3. Changes in Technology
4. Changes in Legislation
5. Research Findings
6. Fire-fighter and community safety
7. Reputational Damage.
8. Training Impact on FRS.
9. Equipment Impact on FRS.
10. Contract Complexity
11. Cost.
12. Age of Guidance
13. Completion Timescale

c) The board will make decisions based on these and additional factors as deemed appropriate.

