OPERATIONAL ASSURANCE GROUP (OAG)
TERMS OF REFERENCE

Purpose	To ensure that the operational assurance arrangements of the Service are subject to continuous review and improvement by promoting and embedding the use of the Service Assurance Model.
Frequency	Quarterly (Prior to deadline for submission of PMB Papers) or more frequently if required.

Terms of Reference	1. To review and prioritise recommendations arising from the 'Review of Operational Assurance Arrangements' undertaken by OAL and agree the actions to be taken in respect of these for inclusion in the Operational Assurance Improvement Plan (OAIP).
	 2. To review and agree the OAIP for recommendation to SMB.
	 3. To monitor progress with the implementation of the OAIP.
	 4. To approve OAIP Progress Reports for submission to PMB (who will agree for referral to SMB and the CFA's Overview & Audit Committee).
	 5. To agree updates and additions to the OAIP arising from subsequent reviews of operational assurance arrangements and / or internal or external events relating to the same that require action to ensure that operational processes and activities are carried out in:
	     o a safe, efficient and effective manner;
	     o In compliance with national legislation, national and CFA policy, regulations and guidance.
	 6. To review and agree the process and system for identifying, capturing, monitoring and communicating to all staff issues and risks arising from the internal and external environment and the actions required to address these in order to maintain the safety, efficiency, effectiveness and compliance with legislation, regulations and policy of operational processes and activities.
	 7. To agree the allocation and prioritisation financial and people resources needed to deliver the OAIP and any updates or changes to this (within the individual and collective mandates of the OAG members – where these are exceeded to refer the same to PMB for review and decision).
	 8. To ensure that any significant training requirements (i.e. those that cannot be met from within the existing training programme and budget) needed to deliver the OAIP and / or subsequent risks or events arsing requiring action are submitted to the Training Strategy Group for consideration.
	 9. To identify and agree any potential corporate risks arising from failure or inability to meet agreed assurance requirements for escalation to PMB.
	 10. To review the above Terms of Reference following full implementation of the OAIP or after a period of one year, whichever is the sooner.

Membership	Head of Service Delivery (or representative with the authority to act on their behalf) Head of Service Development (or representative with the authority to act on their behalf) Head of Service Transformation (or representative with the authority to act

	on their behalf). Head of Operational Training & Assurance Corporate Planning Manager Health & Safety Manager Group Commander Policy & Resilience Representative Body Nominee
Chairman	Head of Service Development Vice Chairman to be appointed by OAG Members
Facilitation / Secretariat	Corporate Planning Manager
Mandates	Where necessary, and in consultation with relevant budget holders, to prioritise and allocate budgeted resources required to meet agreed assurance requirements within the individual and collective mandates of the members of the OAG.