



TERMS OF REFERENCE

Introduction

The Scottish Wildfire Forum (“the Forum” or “the SWF”) is comprised of representatives from key organisations committed to developing a mutual understanding of, and a reduction in the number of unwanted wildfire occurrences in Scotland.

The aim of the Forum is to create a focus to enhance joint working between Fire and Rescue Services, agencies and those with land management interest within Scotland which will be able to develop and communicate strategic wildfire protection and prevention initiatives to ministers, stakeholders and the wider community.

The members of the SWF represent organisations committed to reducing the harmful impact of wildfire in Scotland.

The purpose of the Forum is to create a focus for joint working between all interested organisations within Scotland to develop wildfire initiatives that will reduce:

- the risks to firefighters and members of the public,
- the amount of damage to vegetation,
- the negative impact on property, assets and ecosystem services, and
- the costs of firefighting.

The Forum will communicate with the relevant government departments, with stakeholders and the wider community.

Aims

The members of the Forum will work to achieve the following aims:

1. To reduce the number and severity of wildfires in Scotland using a targeted prevention strategy.
2. Achieve appropriate recognition of wildfire as an issue in Scotland and maintain the profile of this risk.
3. Develop and promote a common understanding of wildfire related issues and procedures including wildfire suppression, specialist equipment and the creation of fire plans.
4. Promote the Muirburn code and the highest standards of practice in managing wildfire risk to minimise the environmental impact from wildfire.
5. Place the SWF at the heart of the on-going development of Scottish wildfire strategies and work with England, Wales and Northern Ireland to seek synergy across the UK.
6. Promote and maintain the 'SWF Network' to facilitate effective communication between members and stakeholders, including the formation of Wildfire Groups.
7. Where appropriate provide advice on wildfire safety matters to relevant Government departments, stakeholders and partner agencies to assist with policy development, strategy and action plan creation.
8. To stimulate research and development of wildfire related issues.

Governance of the Forum

The Forum will operate on the following principles:

Legal Status: The Forum holds no legal status. Members agree to work together to deliver the Forum's aims and address wildfire issues.

Chair: The Chairman will be a senior fire service officer nominated by the Scottish Fire and Rescue Service. The role of Chairman will be reviewed annually.

Vice Chair: The Vice Chairman of the Forum will be a senior officer of a member organisation and will deputise for the Chairman as required. The role of Vice Chairman will be reviewed annually.

Executive Committee: An Executive Committee may be formed to focus on key aspects of the aims of the Forum.

Membership: The list of member organisations is as Appendix 1.

Member organisations will nominate a standing representative but if necessary, may send a substitute to Forum meetings.

New members, either by invitation or on application, will be admitted at the discretion of the existing Forum members. Additional representatives from member organisations will be co-opted at the discretion of the Forum members.

Meetings: The Forum will meet at least annually, as agreed with members.

Additional meetings to address specific matters may be held when necessary.

An invitation to attend meetings to discuss specific items of business may be extended to other organisations and individuals.

To keep costs down, Forum members will be asked to host meetings.

Working Groups: Working Groups will be established to undertake tasks of a specific nature, as identified by the Forum.

Working Groups will be formed from Forum members with expertise or interest in the identified task(s). The Working Group will nominate a chairman who will be responsible for preparing a programme for work for the group that will be passed to the SWF Secretary and for reporting back to the members of the Forum.

People with relevant, specialist knowledge, who are not members of the Forum, may be asked to contribute to Working Groups.

Administration: The appointed Secretary will carry out the administration function to manage the activity of the Forum, with support from the Chairman, Vice Chairman and members.

Financial: The Forum is unfunded and the Chairman, Vice-chairman and members provide their support on a voluntary basis. The Scottish Fire and Rescue Service provides the administrative support.

Any funds are held by SFRS on behalf of the Forum.

Voting: Every effort will be made to reach decisions by consensus but where a vote is required, the quorum will be five. Each Forum member organisation will have one vote and decisions will be taken on the basis of a simple majority. For the avoidance of doubt, decisions taken by the Forum will not be binding upon Forum members, albeit members will be expected to support the Forum's deliberations in accordance with their commitment to the Forum.

Where it is necessary to take a vote in between meetings a vote can be taken by electronic means.

Relationship with other Groups: The Forum will maintain close working links with the National Fire Chiefs Council Wildfire Group and the England and Wales Wildfire Forum.

The Forum will maintain links to the Fire Groups that have been set up in Scotland.

In addition, the Forum will promote new and existing relationships with other groups and forums operating in the wildfire arena.

Recognition: The Forum members agree that full recognition will be given to the support of each member in all output generated by the Forum.

Withdrawal from the Forum: Any member will be entitled to withdraw from the Forum after giving written notice to the Chairman (or Vice Chairman).

Review: The Forum will review progress on delivery of its aims and objectives on a regular basis.

Member Organisations

Appendix 2

Grouping	Organisation
Scottish Government	
Representative Organisations	
Government Agencies	
Fire Services	
Local Authorities and National Parks	
Utilities and infrastructure	
Research Institutions	
Specialist Interests	