



TERMS OF REFERENCE

Revised November 2021

Introduction

The members of the England and Wales Wildfire Forum (“the Forum” or “the EWWF”) represent organisations committed to reducing the harmful impact of wildfire in England and Wales. A list of member organisations is given in Appendix 2.

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

- the amount of damage to vegetation and natural capital,
- the negative impact on ecosystem services,
- the risks to firefighters and members of the public,
- the costs of firefighting, and
- social disruption.

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

The agreed operating principles for the Forum are listed in Appendix 2, and the members of the Forum will work to achieve the following aims:

1. Achieve appropriate recognition of wildfire as an issue in England and Wales and maintain the profile of this risk.
2. Work with local, regional, national and international partners to promote the highest standards of practice in managing wildfire risk including prevention, preparedness, response and recovery.

c/o Northumberland Fire and Rescue Service, West Hartford Business Park, Cramlington,
NORTHUMBERLAND, NE23 3JP

Contact: Robert Stacey, EWWF Secretary

Tel: 07761 945241 | e-mail: robert.stacey@northumberland.gov.uk | website: www.ewwf.northumberland.gov.uk

Chair: Simon Thorp

Vice Chair: Dewi Rose, South Wales FRS

3. Maintain close links with the Scottish Wildfire Forum, the National Fire Chiefs Council Wildfire Group and the Northern Ireland Wildfire Stakeholders Forum.
4. Provide support for a biennial UK wildfire conference.
5. Promote and maintain effective communication between EWWF members and other UK stakeholders, and between UK and international wildfire interest groups.
6. Where appropriate, provide advice to Government and its agencies, develop systems and activity to improve knowledge and learning around wildfire issues.
7. Support the UK Wildfire Research Group by providing input to the development of a research programme and acting as a customer / end-user of the research.
8. Facilitate the on-going operation and development of the Forum.

The governance and operation of the forum will follow the guiding principles outlined in Appendix 2.

Simon Thorp
Chair

24th November 2021

In association with:



NFCC
National Fire
Chiefs Council



The Forum will operate in accordance with 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 Chair will be a senior officer of a member organisation. The role of Chair will be reviewed annually.
Vice Chair	The Vice Chairperson of the Forum will be a senior officer of a member organisation and will deputise for the Chairperson as required. The role of Vice-Chair will be reviewed annually.
Membership	The list of member organisations is provided in Appendix 2. Member organisations will nominate a standing representative but if necessary, may send a substitute to Forum meetings. New members, either by invitation or upon 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. Current practice is for the Forum to meet in April and November. If required, one or both meetings may be held as a video conference. Members will be able to attend meetings of the forum along with other key stakeholders and experts to develop the position and work of the forum and to share learning and best practice. 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	<p>Working Groups will be established to undertake tasks of a specific nature, as identified by the Forum.</p> <p>Working Groups will be formed from Forum members with expertise or interest in the identified task(s). The Working Group will nominate a chair who will be responsible for preparing a programme for work for the group, that will be passed to the EWWF Secretary and for reporting back to the members of the Forum.</p> <p>People with relevant, specialist knowledge, who are not members of the Forum, may be asked to contribute to Working Groups.</p>
Financial	<p>The Forum is unfunded, and the Chair, Vice-Chair and members provide their support on a voluntary basis.</p> <p>In order to attract suitable officers to run the Forum, members may decide to offer honorarium payments to the Forum's officers to acknowledge their service.</p> <p>All members of the Forum will be expected to contribute to the cost of running the Forum and supporting agreed activity. The annual contribution should be at least £250.</p> <p>Any surplus left in the accounts of the wildfire conferences may provide an additional source of income.</p> <p>Funds are held by the Northumberland County Council on behalf of the Forum and an annual statement of account will be provided to Forum members at the first meeting in the financial year.</p>
Administration	<p>The appointed Secretary will carry out the administration function to manage the activity of the Forum, with support from the Chair, Vice-Chair and members.</p> <p>A contribution to the costs of the organisation providing the secretary (currently Northumberland FRS) will be made each year. The size of the annual contribution will be agreed by the Chair and Vice-chair.</p> <p>A website will be maintained to provide an online presence for the Forum (currently this is hosted by Northumberland County Council).</p>
Expenditure	<p>Any financial expenditure will be agreed by the Chair and Vice-chair with a limit on expenditure of £1,000 per item. Expenditure in excess of this amount (except the Secretarial contribution) will require the consent of all EWWF members.</p>

Voting	<p>Every effort will be made to reach decisions by consensus but where a vote is required, the quorum will be six. Each Forum member organisation will have one vote and decisions will be taken on the basis of a simple majority.</p> <p>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.</p> <p>Where it is necessary to take a vote in between meetings a vote can be taken by electronic means.</p>
Reporting	<p>The Forum will produce reports for public circulation as appropriate, related to progress matters relevant to its remit.</p>
Relationship with other Groups	<p>The Forum will maintain close working links with the National Fire Chief’s Council Wildfire Group, the Scottish Wildfire Forum and the Northern Ireland Wildfire Stakeholders Forum.</p> <p>The Forum will maintain links to the Fire Groups that have been set up in England & Wales.</p> <p>In addition, the Forum will promote new and existing relationships with other UK and international groups and forums operating in the wildfire arena.</p>
Recognition	<p>The Forum members agree that full recognition will be given to the support of each member in all output generated by the Forum.</p>
Withdrawal from the Forum	<p>Any member will be entitled to withdraw from the Forum after giving written notice to the Chairperson (or Vice Chairperson).</p>
Review	<p>The Forum will review progress on delivery of its aims and objectives on a regular basis.</p>
Communication	<p>The Forum will encourage the exchange of information between members and others with an interest in wildfire.</p>
Wildfire Conference	<p>In conjunction with the Scottish Wildfire Forum, the Northern Ireland Wildfire Stakeholders Forum and the National Fire Chiefs Council Wildfire Group, the Forum will oversee and support the setting up and running of a biennial UK wildfire conference.</p>

Type of Organisation	Name of Organisation
Central Government	Home Office Civil Contingencies Secretariat, Cabinet Office DEFRA Welsh Assembly Government
Representative organisations	British Association for Shooting and Conservation Country Land & Business Association Heather Trust Moorland Association National Fire Chiefs Council Wildfire Group National Gamekeepers Organisation
Fire & Rescue Services	Northumberland Fire and Rescue Service Hereford & Worcester Fire & Rescue Service South Wales Fire & Rescue Service Dorset and Wiltshire Fire & Rescue Service
Government agencies	Forestry Commission England Forest Research Met Office and Natural Hazards Partnership Ministry of Defence Natural England Natural Resources Wales
Local Authorities and National Parks	English National Park Authorities Local Government Association
Utilities & infrastructure	Arqiva Network Rail United Utilities
Research institutions	Leverhulme Centre for Wildfires, Environment and Society Royal Holloway University of London University of Manchester
Charities & third sector organisations	Woodland Trust
Specialist interest groups	Cumbria Wildfire Group Dartmoor Fires Partnership Lancashire Fire Operations Group Northumberland Fire Group Peak District Fire Operations Group South East England Wildfire Group South Pennines Fire Operations Group Urban Heaths Partnership