

# Member Appointments and Constitution of Committees 2008/09

## Report of the Clerk

For further information about this report please contact Roger Woliter, Clerk and Monitoring Officer to the Fire Authority on 01952 383200.

### 1 Purpose of Report

This report asks the Fire Authority to agree appointments to Committees, appointment of Member Champions and the Terms of Reference for each of its Committees. It also seeks the appointment of a representative on the Local Government Association (LGA) Annual Assembly and Fire Service Forum and asks the Authority to endorse the existing appointment of Councillor Box to the LGA Fire Services Management Committee.

### 2 Recommendations

The Fire Authority is asked to:

- a) Note the allocation of seats on its committees to political groups (as set out in Appendix A to the report), including the resolution that under section 17 of the Local Government and Housing Act 1989, the political balance requirements of that Act do not apply to the Fire Authority's representation on the West Midlands Regional Management Board.
- b) Agree the appointment of Members to serve on committees and of Substitute Members for the West Midlands Regional Management Board, as set out in Appendix B;
- c) Agree the appointment of existing Member Champions, as set out in Appendix C, and appoint a Learning and Development Champion;
- d) Consider and agree the appointment of a Member as Equality and Diversity Champion;
- e) Review and agree the Terms of Reference for each Committee, as set out in Appendix D;
- f) Appoint its representative on the Local Government Association (LGA) Annual Assembly and Fire Service Forum; and
- g) Endorse Councillor Box to continue his existing appointment on the LGA Fire Services Management Committee.

### **3 Background**

In accordance with the Fire Authority's Standing Order 7(2) (for the Regulation of Proceedings and Business), the Fire Authority is required to review at its Annual Meeting the constitution and composition of any committees or sub-committees, which have been appointed.

At its meeting on 13 June 2007, the Fire Authority reviewed the composition of its committees and agreed the revised allocations of seats to political groups. Since this date, there have been no changes to the political balance at either Shropshire County Council or Telford & Wrekin Council. Therefore the allocation of seats to political groups remains unchanged and is as set out in Appendix A to the report.

### **4 Appointment of Members and Substitute Members**

The Authority is requested to agree the appointment of Members to serve on committees and of Substitute Members for the West Midlands Regional Management Board, as set out in Appendix B.

There are currently no vacancies to be filled on the committees as those new Members who joined the Authority during the last 12 months have filled the positions that were held by the Members they replaced.

### **5 Appointment of Member Champions**

The Authority is requested to agree the appointment of existing Member Champions as set out in Appendix C to the report. The Learning and Development Champion role is currently vacant and the Authority is asked to nominate and appoint a Member to fill this position.

#### **Equality and Diversity Champion**

At the Fire Authority meeting on 30 April 2008, the issue of having an Equality and Diversity Member Champion was raised and it was agreed that this would be discussed at the Annual Meeting of the Authority. Consequently, the Authority is asked to consider and agree the appointment of a Member as Equality and Diversity Champion. It is recommended that the Member appointed to this role work with the Service's Equality and Diversity Steering Group to develop an appropriate role description for the role.

### **6 Committee Terms of Reference**

The Authority is requested to confirm committee terms of reference as set out at Appendix D to the report. Any additions proposed are shown in bold italic type and proposed deletions are struck through. A summary of the proposed changes is given below.

## **Strategy and Resources Committee**

It is proposed that the requirement 'To present an Annual Governance Statement with any recommendations to the Authority, at least once a year' be removed from the Strategy and Resources Committee Terms of Reference and added to the Terms of Reference for the Audit and Performance Management Committee.

This change is because the Annual Governance Statement sits better with the existing Audit and Performance Management Committee delegations including reviewing the effectiveness of the system on internal control.

## **Standards Committee**

At its meeting on 19 December 2007, the Fire Authority delegated responsibility to its Clerk and Monitoring Officer to amend the Terms of Reference of the Standards Committee to incorporate the additional responsibility imposed upon the Committee by the relevant provisions of the Local Government and Public Involvement in Health Act 2007.

The Standards Committee agreed these amendments at its meeting on 16 June 2008 and they have been incorporated into Terms of Reference for the Committee.

## **Urgency Committee**

The Terms of Reference for the Urgency Committee currently allow it to exercise any powers and duties of the Authority only in so far as it is required to deal with matters of the West Midlands Regional Management Board.

It is now proposed that the Urgency Committee's Terms of Reference be extended to include any issues relating to the Fire and Rescue Authority and the Regional Control Centre Local Authority Controlled Company. This change is proposed in anticipation of the transition to the Regional Control Centre and for example any decisions that may need to be made in relation to the Service's forthcoming programme of capital development.

## **Principal Officers Employment Panel**

The Principal Officers Employment Panel met on 8 April 2008 and agreed that the name of the Panel should be changed to **Brigade Managers' Employment Panel**. This reflects the introduction of the new national role structure, in which Principal Officer roles are referred to Brigade Manager roles.

## **7 Local Government Association (LGA) Annual Assembly and Fire Service Forum**

The Fire Authority appoints its representative on the LGA Annual Assembly and Fire Service Forum annually and this has traditionally been the Chair of the Authority. Members are asked to consider who should now take on this role and appoint its representative accordingly.

## **8 LGA Fire Services Management Committee**

At its meeting on 17 October 2008, the Fire Authority endorsed the appointment of Councillor Box to the LGA Fire Services Management Committee. The LGA have requested that Councillor Box remain on this Committee and Members are therefore asked to endorse his existing appointment.

## **9 Financial Comment**

There are no material direct costs arising out of the recommendations of this report, although many decisions of committees will impact on budgets and need financial approval.

## **10 Legal Comment**

The Fire Authority must comply with the political balance requirements of the Local Government and Housing Act 1989 and its Regulations, as amended by the Local Government Act 2000, when allocating seats on its standing committees. The Authority is required under its Standing Orders to review at its Annual Meeting the constitution and composition of any of its committees or sub-committees.

## **11 Equality Impact Assessment**

An Initial Equality Impact Assessment has been completed and is attached to this report.

## **12 Appendices**

**Appendix A** Allocation of Seats to Political Groups

**Appendix B** Appointment of Members to serve on committees and Substitute Members for the West Midlands Regional Management Board

**Appendix C** Member Champions

**Appendix D** Committee Terms of Reference

### 13 Background Papers

The Local Government and Housing Act 1989 and Regulations made there under

The Local Government Act 2000

The Local Government and Public Involvement in Health Act 2007

CFA Meeting 13 June 2007 – Paper 8 – Allocation of Seats on Committees to Political Groups and Membership of the Standards Committee.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link	*	Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	*
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*



Directorate	Executive	Department/ Section	
Name of officers completing (minimum of 2)	Cllr Jean Jones Alan Taylor Steve Worrall Natalie Hill	Job title	Member Chief Fire Officer Assistant CFO E&D Officer
Name of Policy/Service/Activity to be assessed	Member Appointments and Constitution of Committees 2008/09	Date of assessment	3 July 2008
New or existing policy	E		

**1) Briefly describe the aims, objectives and purpose of the policy/service/activity (referred to as policy in document) and also consider the following:**

The purpose of this report is to agree appointments to the various Committees of Shropshire and Wrekin Fire Authority (SWFA); to agree the appointment of Member Champions; and, to approve the Terms of Reference for each of its Committees.

*What are the key performance indicators?*

The maintenance of political balance across the Committees of SWFA.

*Who is intended to benefit or be affected by it? (is this positive or negative)*

Members of the public, as it is they who elect Members of the Fire Authority.

*What outcomes do you want to achieve from this policy?*

Political balance across the Committees of SWFA.

**1 a) Who implements this policy?**

The Fire Authority

**2) How does your current policy meet the needs around age, disability, race, religion/belief, gender, sexual orientation and caring responsibilities?**

It does not currently meet our needs across these strands as these areas are not currently taken into consideration. It is only the political balance that is taken into consideration when appointing Members to the Fire Authority onto Committees.

*Are there any obvious barriers to accessing the service? E.g. physical or other.*

There is currently a reasonable gender representation on the Fire Authority and Committees, but we do not know if this was taken into consideration.

**2a) Where do you think improvements could be made?**

Discussions should be held with the constituent authorities of Shropshire County Council and the Borough of Telford and Wrekin to consider the above. It is proposed that political groupings at the constituent authorities should be asked to take into account wider issues than just political representation when making nominations onto the Fire Authority.

Members of the Fire Authority are asked to consider the six strands of diversity when considering nominations for

	Committees, Working Groups etc.	
<b>2b) Have issues of equality been identified in this area of service delivery by SFRS?</b>	Member Champions are currently in place which cover diverse groups e.g. 'Young People's Champion' and Vulnerable Person Champion.  This paper also recommends the appointment of an 'Equality and Diversity Champion.'	
<b>3) Have we had any specific feedback or complaints on this area?</b>  <i>Is there evidence that this has come from any of these specific groups: race, gender, disability, religion/belief, age, sexual orientation, caring responsibilities?</i>	The Authority has not received any complaints.  Nationally it is recognised that take up of positions from under represented groups needs to be improved.	
<b>3a) Do we have any feedback from managers or frontline staff on this policy?</b>	The Audit Commission, in its 2006 CPA report, held SFRS up Nationally as having good Member involvement with both staff and members of the public.	
<b>3b) Is there any feedback from voluntary/community organisations?</b>	None	
<b>3c) Is there any research / models of practice that may inform SFRS view?</b>	LGA Act 1999 – Strong Local Leadership has been used to inform practice within SWFA/SFRS.	
<b>4) Detail the Actions / Improvement areas you have identified, or the need for further research. (These must be put onto the Action and Improvements Form <b>FB 367</b> for consideration by Steering Group)</b>  <i>If you have found considerable actions or research this will require you to proceed to a full assessment.</i>	Discussions should be held with the constituent authorities of Shropshire County Council and the Borough of Telford and Wrekin to consider the above. It is proposed that political groupings at the constituent authorities should be asked to take into account wider issues than just political representation when making nominations onto the Fire Authority.  Members of the Fire Authority are asked to consider the six strands of diversity when considering nominations for Committees, Working Groups etc.  The Appeals Committee is currently all male and therefore not representative of the community, this is potentially an area for consideration; however to date there have not been any issues in this area.	
<b>5) Should the policy now proceed to a full impact assessment?</b>	N	Not required as these actions need to be considered by the Fire Authority and if agreed taken forward.

**I am satisfied that this policy has been successfully impact assessed.**

**I understand the Impact Assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.**

Line Manager	Alan Taylor	Date	03/07/08
Please note that this impact assessment will be scrutinised by the Equality and Diversity Officer.			

## Shropshire and Wrekin Fire Authority Allocation of Seats to Political Groups

**Key**

- \* **Cons** – Conservative
- Lib Dem** – Liberal Democrat
- Lab** – Labour
- TWPA** – Telford and Wrekin People Association
  
- \*\* These rows indicate the actual number of Members each political group should have, based on the percentage of Members it has of the Fire Authority as a whole.

	<b>Cons*</b>	<b>Lab*</b>	<b>Lib Dem*</b>	<b>TWPA*</b>	<b>Total Seats</b>
<b>Shropshire County Council</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>11</b>
<b>Borough of Telford &amp; Wrekin</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>6</b>
<b>Total</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>17</b>

	<b>Cons*</b>	<b>Lab*</b>	<b>Lib Dem*</b>	<b>TWPA*</b>	<b>Total Seats</b>
** <b>West Midlands Regional Management Board Members: 3</b>	<b>1.59</b>	<b>0.71</b>	<b>0.53</b>	<b>0.18</b>	<b>3.01</b>
<b>Allocation to be decided</b>					<b>3</b>

The Fire Authority has previously agreed that the three places on the West Midlands Regional Management Board should be taken by those holding the positions of Chair, Vice-Chair and Leader of the Main Opposition Group of the Fire Authority. Members need to consider and decide whether they wish this arrangement to continue.

Under section 17 of the Local Government and Housing Act 1989 the Fire Authority can agree that the political balance requirements do not apply to the Board, provided no Member votes against the motion. In this case allocation of these seats would not need to be taken into account in the overall political balance calculations, which would then be as shown on the following page. This is the approach, which the Fire Authority has agreed since October 2005, when the new committee structure was introduced.



The following allocation of seats on the Fire Authority's committees is proposed.

	Cons*	Lab*	Lib Dem*	TWPA*	Total Seats
** <b>Urgency Committee Members: 7</b>	<b>3.71</b>	<b>1.65</b>	<b>1.24</b>	<b>0.41</b>	<b>7.01</b>
<b>Allocation</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>7</b>
** <b>Strategy and Resources Committee Members: 7</b>	<b>3.71</b>	<b>1.65</b>	<b>1.24</b>	<b>0.41</b>	<b>7.01</b>
<b>Allocation</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>7</b>
** <b>Audit and Performance Management Committee Members: 7</b>	<b>3.71</b>	<b>1.65</b>	<b>1.24</b>	<b>0.41</b>	<b>7.01</b>
<b>Allocation</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>7</b>
** <b>Human Resources Committee Members: 7</b>	<b>3.71</b>	<b>1.65</b>	<b>1.24</b>	<b>0.41</b>	<b>7.01</b>
<b>Allocation</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>7</b>
** <b>Disciplinary Appeals Tribunal Members: 5</b>	<b>2.65</b>	<b>1.18</b>	<b>0.88</b>	<b>0.29</b>	<b>5</b>
<b>Allocation</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>5</b>
** <b>Health Panel Members: 3</b>	<b>1.59</b>	<b>0.71</b>	<b>0.53</b>	<b>0.18</b>	<b>3.01</b>
<b>Allocation</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>
** <b>Appeals Committee Members: 3</b>	<b>1.59</b>	<b>0.71</b>	<b>0.53</b>	<b>0.18</b>	<b>3.01</b>
<b>Allocation</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>

Under the Fire Authority's committee terms of reference any Member, who sits on the Strategy and Resources Committee, is precluded from sitting on the Audit and Performance Management Committee. As there is now only 1 TWPA Member on the Fire Authority it is not possible for that party to be represented on both committees.

If Members agree to the proposals on the previous page the figures would be as follows:					
	<b>Cons*</b>	<b>Lab*</b>	<b>Lib Dem*</b>	<b>TWPA*</b>	<b>Total Seats</b>
** <b>Aggregate Seats</b>	<b>20.67</b>	<b>9.20</b>	<b>6.90</b>	<b>2.29</b>	<b>39.06</b>
<b>Total Seats Allocation</b>	<b>21</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>39</b>

### Standards Committee

This is not required to be politically balanced and does not, therefore, form part of the political balance calculations. The following allocation is, therefore, proposed.

	<b>Cons*</b>	<b>Lab*</b>	<b>Lib Dem*</b>	<b>TWPA*</b>	<b>Total Seats</b>
<b>Elected Members: 4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>

### Integrated Risk Management Planning (IRMP) Members' Working Group

Although Members agreed that this Group should be politically balanced, it does not form part of the political balance calculations, as, being a Working Group, it is not a fully constituted committee of the Fire Authority.

	<b>Cons*</b>	<b>Lab*</b>	<b>Lib Dem*</b>	<b>TWPA*</b>	<b>Total Seats</b>
** <b>Members: 7</b>	<b>3.71</b>	<b>1.65</b>	<b>1.24</b>	<b>0.41</b>	<b>7.01</b>
<b>Allocation</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>7</b>

### Brigade Managers' Employment Panel

Members agreed that this Panel should not be politically balanced but should comprise of the Chair, Vice-Chair, Leader of the Main Opposition Group and Chair of the Personnel Committee. It was subsequently agreed that an Independent Member also be included in the Panel and at its meeting in October 2007, the Fire Authority appointed a Liberal Democrat Member to the Panel. In any event, this Panel is not a fully constituted committee of the Fire Authority and does not, therefore, form part of the political balance calculations.

## **Budget Working Group**

As this Group is not a fully constituted committee, it does not form part of the political balance calculations. Currently, it has the same membership as the Strategy and Resources Committee.

## **Retained Review Implementation Group**

As this Group is not a fully constituted committee, it does not form part of the political balance calculations. Currently it has 1 Labour Member, 1 Conservative Member and 1 Liberal Democrat Member.

## **Community Liaison Panel**

As this Group is not a fully constituted committee, it does not form part of the political balance calculations. The Fire Authority has agreed that it should be made up as follows:

Members from:

Borough of Telford & Wrekin (x 2)  
Bridgnorth District Council  
North Shropshire District Council  
Oswestry Borough Council  
Shrewsbury and Atcham Borough Council  
South Shropshire District Council

Although Shropshire County Council is not included in the above list, a number of Members sit on both the County Council and a Borough or District Council and will, therefore, provide representation for the former.

The membership will also include the Fire Authority's Vulnerable Persons Champion and Young People's Champion.

## **Shropshire and Wrekin Fire Authority**

### **Appointment of Members to serve on Committees and of Substitute Members for the West Midlands Regional Management Board**

#### **Key**

Cons – Conservative                      Lab – Labour  
Lib Dem – Liberal Democrat              TWPA – Telford and Wrekin Peoples Association

#### **West Midlands Regional Management Board**

##### **Members – 3**

Chair of the Fire Authority  
Vice-Chair of the Fire Authority  
Leader of the Main Opposition Group

##### **Substitutes**

Andrew Eade (Cons)  
David Minnery (Cons)  
Nigel Hartin (Lib Dem)

#### **Strategy and Resources Committee**

##### **Members – 7**

Phil Box (Lab)  
Andrew Eade (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)  
David Minnery (Cons)  
Roy Picken (Lab)  
Stuart West (Cons)

#### **Audit and Performance Management Committee**

##### **Members – 7**

Denis Allen (Cons)  
June Drummond (Cons)  
David Gibbon (Cons)  
John Hurst-Knight (Cons)  
Jean Jones (Lab)  
Clive Mason (Lab)  
Chris Mellings (Lib Dem)

#### **Human Resources Committee**

##### **Members – 7**

June Drummond (Cons)  
David Gibbon (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)  
John Hurst-Knight (Cons)  
Roy Picken (Lab)  
Adrian Williams (TWPA)

## **Standards Committee**

### **Members – 4**

Yvonne Holyoak (Cons)  
Clive Mason (Lab)  
Chris Mellings (Lib Dem)  
Adrian Williams (TWPA)

### **Independent Members – 4**

Paul Brereton  
Michael Tebbutt  
David Turner  
Ian Webb

## **Health Panel**

### **Members – 3**

June Drummond (Cons)  
Nigel Hartin (Lib Dem)  
Clive Mason (Lab)

### **Additional Members – 3**

Denis Allen (Cons)  
Chris Mellings (Lib Dem)  
Jean Jones (Lab)

## **Appeals Committee**

### **Members – 3**

Adrian Coles (Lib Dem)  
John Hurst-Knight (Cons)  
Roy Picken (Lab)

### **Additional Members – 3**

Chris Mellings (Lib Dem)  
David Minnery (Cons)  
Phil Box (Lab)

## **Disciplinary Appeals Tribunal**

### **Members – 5**

Denis Allen (Cons)  
Phil Box (Lab)  
Andrew Eade (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)

## **Urgency Committee**

### **Members – 7**

Denis Allen (Cons)  
Phil Box (Lab)  
June Drummond (Cons)  
David Gibbon (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)  
Adrian Williams (TWPA)

## **Working Groups**

The following are working groups of the Fire Authority:

### **Integrated Risk Management Planning Members' Working Group**

#### **Members – 7**

Phil Box (Lab)  
David Gibbon (Cons)  
Jayne Greenaway (Cons)  
Nigel Hartin (Lib Dem)  
Jean Jones (Lab)  
David Minnery (Cons)  
Stuart West (Cons)

### **Budget Working Group**

#### **Members – 7**

The membership of this group is the same as that of the Strategy and Resources Committee.

### **Brigade Managers' Employment Panel**

#### **Members – 5 (The Vice Chair of the Authority and the Chair of the Human Resources Committee are currently the same person)**

Chair of the Fire Authority  
Chair of the Human Resources Committee  
Leader of the Main Opposition Group  
Vice-Chair of the Fire Authority  
Nigel Hartin (Lib Dem)  
Adrian Williams (TWPA)

### **Retained Review Implementation Group**

This is a joint Member / Officer Panel.

#### **Members – 3**

Phil Box (Lab)  
Nigel Hartin (Lib Dem)  
Stuart West (Cons)

### **Community Liaison Panel**

#### **Members – 9**

Borough of Telford and Wrekin	Denis Allen and Roy Picken
Bridgnorth District Council	John Hurst-Knight
North Shropshire District Council	Chris Mellings
Oswestry Borough Council	Phil Box
Shrewsbury and Atcham Borough Council	Yvonne Holyoak
South Shropshire District Council	Nigel Hartin
Fire Authority's Vulnerable Persons Champion	Stuart West
Fire Authority's Younger People's Champion	June Drummond

## **Shropshire and Wrekin Fire Authority**

### **Member Champions**

The Fire Authority is asked to confirm the following Member Champions:

**Asset Management and Procurement Champion**

Denis Allen

**Information, Communications and Technology Champion**

Phil Box

**Learning and Development Champion**

Vacant

**Young People's Champion**

June Drummond

**Civil Resilience Champion**

David Minnery

**Vulnerable Persons Champion**

Stuart West

**Risk Management and Audit Champion**

Jean Jones

**Equality and Diversity Champion**

Vacant

## **Strategy and Resources Committee**

### **Quorum - 4**

### **Members – 7**

Phil Box (Lab)  
Andrew Eade (Cons) **(Chair)**  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons) **(Vice-Chair)**  
David Minnery (Cons)  
Roy Picken (Lab)  
Stuart West (Cons)

Members of the Fire Authority's Audit and Performance Management Committee are precluded from sitting on the Strategy and Resources Committee and vice versa.

### **Meeting Dates**

#### **2008**

24 January 2008  
6 March 2008  
22 May 2008  
18 September 2008  
13 November 2008

#### **2009**

22 January 2009  
5 March 2009  
21 May 2009  
17 September 2009  
12 November 2009

### **Terms of Reference**

To consider and make recommendations to the Authority on its strategic direction

To consider, monitor and make recommendations to the Authority on its capital and revenue budgets

To consider national, regional and local procurement strategies

To monitor compliance with procurement strategies

To receive and consider any exemptions under the Authority's Standing Orders relating to Contracts and advise as appropriate

To consider value for money issues

To oversee, review, and make recommendations to the Authority on, the management of all financial and physical resources



To review the Treasury Policy Statement and monitor the performance of the treasury management function in accordance with policy

To ensure that the financial management of the Fire Authority is adequate and effective and includes a sound system of internal control and arrangements for the management of risk

~~To present an Annual Governance Statement with any recommendations to the Authority, at least once a year~~

To receive the Statement of Accounts and, following approval, to ensure that it is signed in accordance with the Accounts and Audit Regulations 2003

To give final consideration to annual efficiency statements prior to submission to Government

To investigate and report upon any other matter specifically referred to the Committee by the Authority

## **Audit and Performance Management Committee**

### **Quorum - 4**

### **Chair**

The Chair of the Committee shall be elected from a member of the largest opposition group.

### **Members - 7**

Denis Allen (Cons) **(Vice-Chair)**  
June Drummond (Cons)  
David Gibbon (Cons)  
John Hurst-Knight (Cons)  
Jean Jones (Lab) **(Chair)**  
Clive Mason (Lab)  
Chris Mellings (Lib Dem)

Members of the Fire Authority's Strategy and Resources Committee are precluded from sitting on the Audit and Performance Management Committee and vice versa.

### **Meeting Dates**

#### **2008**

13 March 2008  
29 May 2008  
11 September 2008  
27 November 2008

#### **2009**

12 March 2009  
4 June 2009  
10 September 2009  
26 November 2009

### **Terms of Reference**

To monitor the Fire Authority's involvement in the West Midlands Regional Management Board and implementation of the Board's objectives

To monitor implementation of the Comprehensive Performance Assessment Improvement Plan

To monitor implementation of Best Value Reviews

To monitor and review the Brigade Service Objectives

To monitor Brigade performance indicators

To consider customer relations issues and monitor complaints and compliments

To review the effectiveness of the system on internal control

***To present an Annual Governance Statement with any recommendations to the Authority, at least once a year.***

To monitor corporate governance issues and specifically the Authority's Code of Corporate Governance

To approve the contents of the Annual Report

To investigate and report upon any other matter specifically referred to the Committee by the Authority

### **Audit Functions**

To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process

To approve, but not direct, the internal audit strategy and audit plan and monitor performance against the plan

To review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary

To consider the reports of internal and external audit and inspection agencies and monitor management action in response to the issues raised

To consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements and to seek assurances that action is being taken on risk related issues identified by auditors and inspectors

To ensure that there are effective relationships between external and internal audit and other relevant bodies and that the value of the audit process is actively promoted

## Human Resources Committee

### Quorum - 4

### Members - 7

June Drummond (Cons) **(Vice-Chair)**  
David Gibbon (Cons)  
Nigel Hartin (Lib Dem)  
John Hurst-Knight (Cons)  
Yvonne Holyoak (Cons) **(Chair)**  
Roy Picken (Lab)  
Adrian Williams (TWPA)

### Meeting Dates

#### 2008

28 February 2008  
5 June 2008  
4 September 2008  
4 December 2008

#### 2009

26 February 2009  
28 May 2009  
3 September 2009  
3 December 2009

### Terms of Reference

To consider human resource strategies and make recommendations to the Authority

To consider reports on the progress of regional and national human resource activities and make recommendations to the Authority, where appropriate

To consider and monitor staffing requirements, the establishment scheme and human resource policies for the Authority and make recommendations to the Authority

To consider fundamental amendments to locally determined conditions of service and make recommendations to the Authority

To consider reports regarding the induction, training and development needs of Members and officers, regularly review those needs and make recommendations to the Authority

To make recommendations to the Authority on the process for appointments to the posts of Chief Fire Officer, Deputy Chief Fire Officer, Treasurer, Monitoring Officer, Deputy Monitoring Officer and Clerk, as necessary

To undertake the following functions which apply to those employees who come within the jurisdiction of the Fire Authority:

- To ensure that equality of opportunity and diversity at work issues are promoted, implemented and monitored by the Authority and the Service
- To consider and determine applications by uniformed personnel for permission to undertake outside employment, and to set conditions under which approval might be granted
- To consider and determine appeals against grading and market factor supplement decisions (including rank to role)
- To consider and determine grievances in accordance with the Grievance Procedure, except where that grievance relates to a decision of the Chief Fire Officer on level of sick pay; ill-health retirement or dismissal for health related reasons; or powers exercised under the Firemen's Pension Scheme and related legislation in respect of ill-health retirements
- To consider and determine appeals against the application or interpretation of conditions of service, except where that appeal relates to a decision of the Chief Fire Officer on level of sick pay
- To consider and determine appeals against dispute in accordance with the Collective Disputes Procedure
- To consider reports on employee pension schemes and make recommendations to the Authority
- To receive minutes from the Health Panel

## Standards Committee

### Quorum – 3

The quorum must include at least two Members of the Fire Authority and one Independent Member.

### Chair

The Chair must be an Independent Member of the Committee

### Members – 8

4 Members of the Fire Authority and 4 Independent Members

#### Fire Authority Members

Yvonne Holyoak (Cons)  
Clive Mason (Lab)  
Chris Mellings (Lib Dem) (Vice Chair)  
Adrian Williams (TWPA)

#### Independent Members

Paul Brereton  
Michael Tebbutt (**Chair**)  
David Turner  
Ian Webb

### Meeting Dates

#### 2008

18 February 2008  
16 June 2008  
13 October 2008

#### 2009

2 March 2009  
29 June 2009  
26 October 2009

### Terms of Reference

To promote and maintain a high standard of conduct by Members, to oversee the Register of Members' Interests and to oversee the effectiveness of the Authority's procedures for investigating and responding to complains about Members.

To advise the Authority on the adoption or revision of the Members' Code of Conduct

To assist Members to observe the Members' Code of Conduct

To advise, train or arrange to train Members on matters relating to the Members' Code of Conduct

To develop, maintain and monitor the operation of such Code

To issue advice to Members on the treatment of personal interests and on conduct matters generally

To consider and grant, or otherwise, dispensations in respect of Members interests

To establish sub-committees of the Standards Committee to make initial assessments of complaints received by the Standards Committee alleging a breach of the Members' Code of Conduct.

To establish sub-committees of the Standard Committee to consider requests received by the Standards Committee to review decisions to take no action in relation to a complaint made to its sub-committee as set out above.

To consider and act on any report from the Monitoring Officer on any matter which is referred to the Monitoring Officer.

To exercise such functions as are required under the Fire Authority's procedures for local investigation of referred complaints and for the local determination of allegations of misconduct

***To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act***

To exercise such other functions as the Authority considers appropriate

#### ***Terms of Reference of the Referrals Sub-Committee***

##### ***1 Terms of Reference***

***a The Referrals Sub-Committee is established to receive allegations that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct.***

***b Upon receipt of each allegation and any accompanying report by the Monitoring Officer, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:***

- i refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation, or directing that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;***
- ii refer the allegation to the Standards Board for England;***
- iii decide that no action should be taken in respect of the allegation;***  
***or***
- iv where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;***

***and shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.***

- c** *Upon completion of an investigation by the Monitoring Officer, the Sub-Committee shall be responsible for determining whether:*
- i it accepts the Monitoring Officer's finding of no failure to observe the Code of Conduct;*
  - ii the matter should be referred for consideration at a hearing before the Hearings Sub-Committee of the Standards Committee; or*
  - iii the matter should be referred to the Adjudication Panel for determination.*
- d** *Where the Sub-Committee resolves to do any of the actions set out in Paragraph 1(b) or 2(c) above, the Sub-Committee shall state its reasons for that decision.*
- e** *The Sub-Committee shall consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.*
- f** *The Sub-Committee shall, upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.*

## **2** *Composition of the Referrals Sub-Committee*

*The Referrals Sub-Committee shall comprise 4 members, of whom at least 1 shall be an independent member of the Standards Committee (and one of whom shall chair the Sub-Committee), and at least 2 elected members of the Authority.*

## **3** *Quorum*

*The quorum for a meeting of the Sub-Committee shall be 3 members, with an Independent member as Chairman, and at least one elected member of the Authority.*



## **Terms of Reference of the Review Sub-Committee**

### **1 Terms of Reference**

- a** *The Review Sub-Committee is established to review, upon the request of a person who has made an allegation that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct, a decision of the Referrals Sub-Committee that no action be taken in respect of that allegation.*
- b** *Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Referrals Sub-Committee and shall then do one of the following:*
- i refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation, or specifying that he/she take an alternative action as permitted by Regulations;*
  - ii refer the allegation to the Standards Board for England;*
  - iii decide that no action should be taken in respect of the allegation;*  
*or*
  - iv where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;*

*and shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.*

- c** *Where the Sub-Committee resolves to do any of the actions set out in Paragraph 1(b) above, the Sub-Committee shall state its reasons for that decision.*

### **2 Composition of the Review Sub-Committee**

*The Review Sub-Committee shall comprise 4 members, of whom at least 1 shall be an independent member of the Standards Committee (and one of whom shall chair the sub-committee), and at least two 2 shall be elected members of the Authority.*

### **3 Quorum**

*The quorum for a meeting of the Sub-Committee shall be 3 members, with an Independent member as Chairman, and at least one elected member of the Authority.*

## Health Panel

### Quorum - 3

### Members - 3

June Drummond (Cons)  
Nigel Hartin (Lib Dem) **(Chair)**  
Clive Mason (Lab)

### Additional Members

Denis Allen (Cons)  
Jean Jones (Lab)  
Chris Mellings (Lib Dem)

When abolishing substitutes for its Committees in October 2005, the Fire Authority agreed that it would retain a pool of Members for the Health Panel to ensure a quorum for all of its meetings.

### Terms of Reference

To consider and determine any appeal against a decision of the Chief Fire Officer relating to:

- Individual cases of long-term sickness, and the appropriate level of sick pay
- The ill-health retirement or dismissal for health related reasons of any employee
- Powers exercised under the Firemen's Pension Scheme and related legislation in respect of ill-health retirements

except where that appeal is against a medical opinion.

### Meeting Dates

<b>2008</b>	<b>2009</b>
15 January 2008 (cancelled)	13 January 2009
15 April 2008	16 April 2009
1 July 2008 (cancelled)	9 July 2009
30 September 2008	1 October 2009

Please note that these meetings will take place only if there are cases to consider.

## Appeals Committee

### Quorum - 3

### Members - 3

Adrian Coles (Lib Dem)  
John Hurst-Knight (Cons)  
Roy Picken (Lab)

### Additional Members

Phil Box (Lab)  
Chris Mellings (Lib Dem)  
David Minnery (Cons)

When abolishing substitutes for its Committees in October 2005, the Fire Authority agreed that it would retain a pool of Members for the Appeals Committee to ensure a quorum for all of its meetings.

### Terms of Reference

To consider and determine any appeal against a decision of the Health Panel relating to:

- The ill-health retirement or dismissal for health related reasons of any employee
- Powers exercised under the Firemen's Pension Scheme and related legislation in respect of ill-health retirements

except where that appeal is against a medical opinion.

### Meeting Dates

There are no scheduled meeting dates for the Appeals Committee, which meets on an "ad hoc" basis as and when required.

# Disciplinary Appeals Tribunal

## Quorum - 3

## Members - 5

Denis Allen (Cons)  
Phil Box (Lab)  
Andrew Eade (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)

## Terms of Reference

To consider appeals against disciplinary decisions

## Meeting Dates

There are no scheduled meeting dates for the Disciplinary Appeals Tribunal, which meets on an “ad hoc” basis as and when required.

# **West Midlands Regional Management Board**

## **Constituent Authorities**

Hereford and Worcester Fire Authority  
Shropshire and Wrekin Fire and Rescue Authority  
Stoke-on-Trent and Staffordshire Fire Authority  
Warwickshire County Council  
West Midlands Fire and Civil Defence Authority

## **Representation**

3 Members and Chief Fire Officer from each Constituent Authority

## **Shropshire and Wrekin Fire and Rescue Authority Members**

### **Chair and Vice-Chair of the Fire Authority and Leader of the Main Opposition Group**

Phil Box (Leader of the Main Opposition Group (Lab)  
Yvonne Holyoak (Vice-Chair of the Fire Authority) (Cons)  
Stuart West (Chair of the Fire Authority) (Cons)

## **Substitutes**

Andrew Eade (Cons)  
Nigel Hartin (Lib Dem)  
David Minnery (Cons)

## **Meeting Dates**

24 January 2008 – Shropshire  
24 April 2008 – venue to be confirmed  
24 July 2008 – venue to be confirmed  
23 October 2008 – venue to be confirmed

## **Governance and Organisation Arrangements**

Please see Section 5 of the Handbook.

## Urgency Committee

### Quorum – 7

The quorum is all Members of the Committee.

### Members – 7

Denis Allen (Cons)  
Phil Box (Lab)  
June Drummond (Cons)  
David Gibbon (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)  
Adrian Williams (TWPA)

### Terms of Reference

In case of urgency a committee of seven Members shall have the power to exercise any powers and duties of the Authority ***with regard to matters relating to the Fire and Rescue Authority, Regional Control Centre Local Authority Controlled Company and the West Midlands Regional Management Board.*** ~~only in so far as it is required to deal with matters of the West Midlands Regional Management Board.~~

The first item on the agenda of all meetings of the Urgency Committee shall be to consider whether the items included on the agenda are of sufficient urgency to be considered by the Urgency Committee rather than waiting for the next appropriate Committee or Authority meeting.

The Urgency Committee shall have the following roles and functions:

***To consider and make decisions on issues relating to the activities of the Fire and Rescue Authority from time to time***

***To consider and make decisions on issues relating to the activities of the Regional Control Centre Local Authority Controlled Company from time to time***

To consider and endorse recommendations of the WMRMB from time to time

### Delegation of Powers

The Urgency Committee has full delegated power to act within its defined role and function.

### Meeting Dates

There are no scheduled meeting dates for the Urgency Committee, which meets on an “ad hoc” basis as and when required.

## Working Groups

In addition to fully constituted committees and panels the Fire Authority has also established the following working groups:

### **Budget Working Group**

This Group is made up of the same membership as the Strategy and Resources Committee, which is currently:

#### **Members - 7**

Phil Box (Lab)  
Andrew Eade (Cons)  
Nigel Hartin (Lib Dem)  
Yvonne Holyoak (Cons)  
David Minnery (Cons)  
Roy Picken (Lab)  
Stuart West (Lab)

#### **Terms of Reference and Meetings**

The Group meets on an ad hoc basis to consider all aspects of the budget setting process and its recommendations are reported to the Strategy and Resources Committee.

### **Integrated Risk Management Planning Working Group**

This is a politically balanced group, which currently has the following membership:

#### **Members - 7**

Phil Box (Lab)  
David Gibbon (Cons)  
Jayne Greenaway (Cons)  
Nigel Hartin (Lib Dem)  
Jean Jones (Lab)  
David Minnery (Cons) **(Chair)**  
Stuart West (Cons)

#### **Terms of Reference and Meetings**

The Group meets on an ad hoc basis to consider all aspects of Integrated Risk Management Planning (IRMP) and its recommendations are reported to the Fire Authority. Its Members also participate in the extensive IRMP consultation process.

## **Retained Review Implementation Group**

### **Member Involvement**

Phil Box (Lab)  
Nigel Hartin (Lib Dem)  
Stuart West (Cons)

### **Officers of the Service**

Chief Fire Officer Alan Taylor  
Divisional Officer Jon Wagstaff  
Plus three other Officers

### **Terms of Reference and Meetings**

To oversee the implementation of the recommendations made as a result of the recent Best Value Review on the Retained Duty System within Shropshire Fire and Rescue Service.

It was agreed at the Fire Authority meeting in April 2007 that the Retained Review Implementation Group would hold its final meeting in May 2007 and be mothballed until such time as it is required again.

## ***Brigade Managers' Principal Officers' Employment Panel***

The Fire Authority agreed that this Panel would not be politically balanced but would comprise of the Chair, Vice-Chair, Leader of the Main Opposition Group and Chair of the (then) Personnel Committee (now re-named the Human Resources Committee). It was subsequently agreed (at a time when the Chair of the Fire Authority was also the Chair of the Personnel Committee) that an Independent Member join the Panel.

### **Members – 5**

Phil Box	Leader of the Main Opposition Group (Lab)
Nigel Hartin	(Lib Dem)
Yvonne Holyoak	Vice-Chair of the Fire Authority and Chair of the Human Resources Committee (Cons)
Stuart West	Chair of the Fire Authority (Cons)
Adrian Williams	(TWPA)

### **Terms of Reference and Meetings**

The Panel meets on an “ad hoc” basis to deal with all issues associated with the pay and conditions of service of Principal Officers and to make recommendations thereon to the full Fire Authority.



## **Community Liaison Panel**

### **Members**

#### **Members of the Fire Authority - 9**

Borough of Telford & Wrekin	Denis Allen and Roy Picken
Bridgnorth District Council	John Hurst-Knight
North Shropshire District Council	Chris Mellings
Oswestry Borough Council	Phil Box
Shrewsbury and Atcham Borough Council	Yvonne Holyoak
South Shropshire District Council	Nigel Hartin
Fire Authority's Vulnerable Persons Champion	Stuart West
Fire Authority's Younger People's Champion	June Drummond

Although Shropshire County Council is not included in the above list, a number of Members sit on both the County Council and a Borough or District Council and will, therefore, provide representation for the former.

The Membership will include the Fire Authority's 'Young People's Champion' and 'Vulnerable Persons Champion'

#### **Officers of the Service - 6**

Deputy Chief Fire Officer Paul Raymond  
DO Mike Ablitt (as liaison officer for Shropshire County Council)  
DO Martin Timmis (as liaison officer for Borough of Telford & Wrekin)  
ADO Jim Quinn (as liaison officer for Bridgnorth and South Shropshire)  
DO Jon Wagstaff (as liaison officer for Shrewsbury and Atcham)  
ADO Phil Brooks (as liaison officer for Oswestry and North Shropshire)

### **Aim**

To deliver community safety across Shropshire's communities effectively through close connections with people at local level

### **Terms of Reference**

- To monitor the effectiveness of Fire Authority engagement in Local Strategic Partnerships, Local Public Service Agreements, Local Area Agreements, community strategies and other local partnership initiatives
- To share best practice on community engagement from around the area
- To consider and recommend the best methods of local communication and engagement
- To act as joint Member/ officer fire safety 'Champions' at local level, ensuring that local democracy is seen to work for the benefit of the community

## **Delegated Powers**

The Panel will have no delegated powers other than those specifically delegated to it by the Fire Authority from time to time.

## **Reporting to**

The Panel will report to the Fire Authority and its various committees, whichever is appropriate.

## **Frequency of Meetings**

The Panel will meet as and when required but a minimum of twice per year. There will, however, be ongoing contact between the appropriate Members and officers.