

Member Appointments and Constitution of Committees

Report of the Clerk

For further information about this report please contact Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report asks the Fire Authority to agree allocations of seats on its committees to political groups, appointments to Committees and outside bodies, appointment of Member Champions and the Terms of Reference for each of its Committees. It also seeks the appointment of its representative on the Local Government Association (LGA) Annual Assembly and Fire Services Forum.

2 Recommendations

The Fire Authority is asked to:

- a) Agree that the political balance requirements do not apply to the Fire Authority's representation on the West Midlands Regional Management Board and, if necessary, decide whether or not to apply them to the Brigade Managers' Employment Panel;
- b) Agree the allocation of seats on its committees to political groups (as set out in Appendix A);
- c) Agree the appointment of Members to serve on committees, representation on the West Midlands Regional Management Board, including Substitute Members, and representation on West Midlands Fire and Rescue Services Regional Control Centre Limited, as set out in Appendix B;
- d) Agree the appointment of existing Member Champions, as set out in Appendix C to the report, and nominate and appoint new Champions, where there are vacancies;
- e) Review and agree the Terms of Reference for each Committee, as set out in Appendix D; and
- f) Appoint its representative on the Local Government Association (LGA) Annual Assembly and Fire Services Forum.

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.

4 Allocation of Seats to Political Groups

At its Annual Meeting on 16 July 2008, the Fire Authority reviewed the composition of its committees and agreed the revised allocations of seats to political groups. On 4 June 2009 Shropshire Council held elections, which have resulted in a change to its political balance, which is in turn reflected in its membership of the Fire Authority. It has, therefore, been necessary to revisit the allocation of seats to political groups. The proposed allocation is set out in Appendix A to this report, which Members are requested to consider and agree.

5 Appointment of Members and Substitute Members

The Authority is requested to agree the appointment of Members to serve on committees, representation on the West Midlands Regional Management Board, including Substitute Members, and representation on West Midlands Fire and Rescue Services Regional Control Centre Limited, including an Alternative Director as set out in Appendix B.

6 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, and to nominate and appoint new Champions, where there are vacancies.

7 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

At its meeting on 21 May the Strategy and Resources Committee reviewed its terms of reference and recommended to the Fire Authority a number of amendments and additions. The purpose of the review was to ensure that the Committee's terms of reference were clear and included all of the responsibilities, which the Committee should discharge. The proposed terms of reference now include more specific responsibilities, which mirror, to a large extent, the actions set out in the Committee's work plan.

Audit and Performance Management Committee

Fundamental changes to the terms of reference of the Audit and Performance Management Committee were agreed by the Fire Authority at its meeting on 29 April 2009. The only amendment proposed, therefore, is the addition of a standard responsibility relating to training and development.

Human Resources

It is proposed that additional responsibilities relating to review of the terms of reference of the Human Resources Committee, Health Panel, Appeals Committee, and Disciplinary Appeals Tribunal and to review of the associated processes and procedures are included in the terms of reference.

Brigade Managers' Employment Panel

A separate report on the Panel is to be considered earlier on the agenda for this meeting (see report 7a on Process for Dealing with Brigade Managers' Pay), at which point the Fire Authority will have decided what powers, if any, it wishes to delegate to the Panel. It is, therefore, proposed that the terms of reference for the Panel are based on that decision and the content of the report and appendices.

8 Local Government Association (LGA) Annual Assembly and Fire Services Forum

The Fire Authority appoints its representative on the LGA Annual Assembly and Fire Services 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.

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.

Under the provisions of Section 17 of the Local Government and Housing Act 1989 the decision not to apply political balance requirements for the WMRMB and the Brigade Managers' Employment Panel can only be implemented if no Members of the Authority vote against it.

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 outside bodies

Appendix C

Member Champions

Appendix D

Committee Terms of Reference

13 Background Papers

The Local Government and Housing Act 1989 and Regulations made thereunder

The Local Government Act 2000

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 Sharon Lloyd Natalie Hill	Job title	Member & E&D Champion Chief Fire Officer Corporate Services Manager E&D Officer
Name of Policy/Service/Activity to be assessed	Member Appointments and Constitution of Committees	Date of assessment	22 June 2009
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, because, as far as we are aware, it is only political balance that is taken into consideration when appointing Members to the Fire Authority.

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 its Committees, but we do not know if this was taken into consideration. Appointments to the Fire Authority are outside its control and it can only work with the membership it is given.

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

The political groupings at the constituent authorities should be asked to consider whether 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.

<p>2b) Have issues of equality been identified in this area of service delivery by SFRS?</p>	<p>Member Champions are currently in place, who cover diverse groups e.g. 'Vulnerable Persons' Champion.' The Fire Authority also has an 'Equality and Diversity Champion.'</p>		
<p>3) Have we had any specific feedback or complaints on this area?</p> <p><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></p>	<p>The Authority has not received any complaints.</p> <p>Nationally it is recognised that take up of positions from under-represented groups needs to be improved.</p>		
<p>3a) Do we have any feedback from managers or frontline staff on this policy?</p>	<p>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.</p>		
<p>3b) Is there any feedback from voluntary/community organisations?</p>	<p>None</p>		
<p>3c) Is there any research / models of practice that may inform SFRS view?</p>	<p>LGA Act 1999 – Strong Local Leadership has been used to inform practice within SWFA/SFRS.</p>		
<p>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 FB 367 for consideration by Steering Group)</p> <p><i>If you have found considerable actions or research this will require you to proceed to a full assessment.</i></p>	<p>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.</p> <p>Members of the Fire Authority are asked to consider the six strands of diversity when considering nominations for Committees, Working Groups etc.</p>		
<p>5) Should the policy now proceed to a full impact assessment?</p>		<p>N</p>	<p>Not required as these actions need to be considered by the Fire Authority and if agreed taken forward.</p>

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	22/06/08
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.

	Cons*	Lab*	Lib Dem*	TWPA*	Total Seats
Shropshire Council	8	1	2	0	11
Borough of Telford & Wrekin	3	2	0	1	6
Total	11	3	2	1	17

	Cons*	Lab*	Lib Dem*	TWPA*	Total Seats
**					
West Midlands Regional Management Board Members: 3					
Allocation to be decided					3

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
** Urgency Committee Members: 7	4.53	1.24	0.82	0.41	7
Allocation	5	1	1	0	7
** Strategy and Resources Committee Members: 7	4.53	1.24	0.82	0.41	7
Allocation	5	1	1	0	7
** Audit and Performance Management Committee Members: 7	4.53	1.24	0.82	0.41	7
Allocation	4	1	1	1	7
** Human Resources Committee Members: 7	4.53	1.24	0.82	0.41	7
Allocation	4	1	1	1	7
** Disciplinary Appeals Tribunal Members: 5	3.24	0.88	0.59	0.29	5
Allocation	3	1	1	0	5
** Health Panel Members: 3	1.94	0.53	0.35	0.18	3
Allocation	2	1	0	0	3
** Appeals Committee Members: 3	1.94	0.53	0.35	0.18	3
Allocation	2	1	0	0	3

If Members agree to the proposals on the previous page the figures would be as follows:

	Cons*	Lab*	Lib Dem*	TWPA*	Total Seats
** Aggregate Seats	25.24	6.90	4.57	2.29	39
Total Seats Allocation	25	7	5	2	39

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.

	Cons*	Lab*	Lib Dem*	TWPA*	Total Seats
Elected Members: 4	1	1	1	1	4

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.

	Cons*	Lab*	Lib Dem*	TWPA*	Total Seats
** Members: 7	4.53	1.24	0.82	0.41	7
Allocation	5	1	1	0	7

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 Human Resources 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.

A separate report on the Panel is to be considered earlier on the agenda for this meeting (see report 7a on Process for Dealing with Brigade Managers' Pay), at which point the Fire Authority will have decided what powers, if any, it wishes to delegate to the Panel. Any proposal relating to the allocation of seats to the Panel is, therefore, dependant upon the decision reached at item 7a.

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

This Panel was made up of Members, who also sat on the Shropshire borough and district councils, as well as the Fire Authority's Vulnerable Persons Champion and Young People's Champion. Now that membership of the Fire Authority is known discussions can take place between officers and Members as to how this Panel should be taken forward.

Appointment of Members to Serve on Committees and Members and on Outside Bodies

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

(Cons)

David Minnery (Cons)

Nigel Hartin (Lib Dem)

West Midlands Fire and Rescue Services Regional Control Centre Limited

Vacancy for position of 1 Director and 1 Alternative Director

All other Fire and Rescue Authorities in the Region have appointed their Chairs as Director.

Strategy and Resources Committee

Members – 7

Nigel Hartin (Lib Dem)

Sean Kelly (Cons)

David Minnery (Cons)

Roy Picken (Lab)

Keith Roberts (Cons)

Stuart West (Cons)

Max Winchester (Cons)

Audit and Performance Management Committee

Members – 7

1 Conservative vacancy

Peter Adams (Cons)

Jean Jones (Lab)

Terry Kiernan (Cons)

Clive Mason (Lab)

Chris Mellings (Lib Dem)

Mal Price (Cons)

Human Resources Committee

Members – 7

1 Conservative vacancy

Peter Adams (Cons)
Joyce Barrow (Cons)
Nigel Hartin (Lib Dem)
Mal Price (Cons)
Roy Picken (Lab)
Adrian Williams (TWPA)

Standards Committee

Fire Authority Members – 4

1 Conservative vacancy

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

Independent Members – 4

Paul Brereton
Michael Tebbutt
2 vacancies

Health Panel

Members – 3

1 Joyce Barrow (Cons)

Clive Mason (Lab)
Keith Roberts (Cons)

Additional Members – 3

1 Conservative additional Member vacancy

Terry Kiernan (Cons)
Jean Jones (Lab)

Appeals Committee

Members – 3

1 Conservative vacancy

Andrew Davies (Cons)

Roy Picken (Lab)

Additional Members – 3

1 Conservative additional Member vacancy

David Minnery (Cons)
1 Labour additional Member vacancy

Disciplinary Appeals Tribunal

Members – 5

Peter Adams (Cons)

1 Labour vacancy

Sean Kelly (Cons)
Terry Kiernan (Cons)
Nigel Hartin (Lib Dem)

Urgency Committee

Members – 7

1 Conservative vacancy

1 Labour vacancy

Andrew Davies (Cons)

Nigel Hartin (Lib Dem)

David Minnery (Cons)

Mal Price (Cons)

Keith Roberts (Cons)

Working Groups

The following are working groups of the Fire Authority:

Integrated Risk Management Planning Members' Working Group

Members – 7

Joyce Barrow (Cons)

Jayne Greenaway (Cons)

Nigel Hartin (Lib Dem)

Jean Jones (Lab)

David Minnery (Cons)

Mal Price (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

Current Membership – 6

Chair of the Fire Authority

Vice-Chair of the Fire Authority

Chair of the Human Resources Committee

Leader of the Main Opposition Group

Nigel Hartin (Lib Dem)

Adrian Williams (TWPA)

Proposals and a decision relating to membership of the Panel cannot be made until decisions have been reached on item 7a - Process for Dealing with Brigade Managers' Pay and 7b Appendix A - Allocation of Seats to Political Groups.

Retained Review Implementation Group

This is a joint Member / Officer Panel, which has not met for some considerable time.

Members – 3

1 Labour vacancy
Nigel Hartin (Lib Dem)
Stuart West (Cons)

Community Liaison Panel

This is a joint Member / Officer Panel.

This Panel was made up of Members, who also sat on the Shropshire borough and district councils, thus providing geographical representation throughout the County. The Fire Authority's Vulnerable Persons Champion and Young People's Champion were also members. Discussions will now take place between officers and Members as to how this Panel should be taken forward.

Member Champions

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

Asset Management and Procurement Champion

Vacant

Civil Resilience Champion

David Minnery

Equality and Diversity Champion

Jean Jones

Information, Communications and Technology Champion

Vacant

Learning and Development Champion

Vacant

Risk Management and Audit Champion

Jean Jones

Vulnerable Persons Champion*

Vacant – Andrew Davies wishes to be considered for this role.

Young People's Champion*

Vacant

- * It is proposed that the latter two roles are amalgamated so that the responsibility for young people, who are one more vulnerable group, is included in the role of the Vulnerable Persons' Champion.

Committee Terms of Reference

Strategy and Resources Committee

Quorum - 4

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

Members – 7

Meeting Dates

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 receive the Statement of Accounts and, following approval, to ensure that it is signed in accordance with ~~the Accounts and Audit Regulations 2003~~ all relevant legislative requirements

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

To consider the structure of the Medium Term Financial Plan, provide feedback on the draft Plan and make recommendations to the Authority

To monitor budgeting and financial performance, consider any actions proposed by officers and make recommendations to the Authority, where appropriate, including reporting any virements to the Authority for approval

To consider and recommend to the Authority an annual financial planning strategy

To review revenue and capital budgets for consideration by the Authority, including considering reports from officers, and make recommendations to the Authority on:

- ***Base budget and committed change***
- ***Pay and prices assumptions***
- ***Efficiencies and forward budgets***
- ***Service developments***
- ***Capital programme***
- ***Provisions, reserves and funds***

To consider and comment upon Authority improvement priorities

To consider the adequacy of provisions and reserves and the robustness of the budget and make recommendations to the Authority

To consider and propose the three-year capital programmes, Prudential Guidelines, including Treasury Management Strategy Statement, Investment Strategy and Policy on Minimum Revenue Provision for recommendation to the Authority and to monitor performance in accordance with those Guidelines, Statements, Strategies and Policies

To consider revisions to the revenue budget and final budget plan and finalise a revenue budget proposal for consideration by the Authority

To review Authority performance targets annually for recommendation to the Authority

To submit an Annual Report on the work of the Committee to the Authority

To review the Terms of Reference of the Committee as required or at least annually and make recommendations to the Authority regarding amendments

To review the role descriptions of the Committee's Chair and Vice-Chair and make recommendations to the Authority regarding amendments

To approve the Committee's annual work plan

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

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

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

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

2009

12 March 2009

4 June 2009 - Cancelled

10 September 2009

26 November 2009

Statement of Purpose

Audit*

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

Performance Management

To oversee the process of assessing progress toward achieving the Fire Authority's predetermined goals, as set out in the Corporate Plan. The Committee's role involves building on that process, adding the relevant communication and action on the progress achieved against the predetermined goals.

* As recommended in The Chartered Institute of Public Finance and Accountancy publication 'Audit Committees Practical Guidance for Local Authorities'

Audit Core Functions*

To consider the effectiveness of the Fire Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements

To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors

To be satisfied that the Fire Authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions to improve it

To approve, but not direct, the internal audit strategy and audit plan and to 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 receive the annual report of the Head of Internal Audit

To consider the reports of external audit and inspection agencies

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

To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit

* As recommended in The Chartered Institute of Public Finance and Accountancy publication 'Audit Committees Practical Guidance for Local Authorities'

Terms of Reference

The Committee will review at least annually, and more frequently, if changes are required sooner, its terms of reference to ensure that they are up-to-date, and make recommendations for change to the Fire Authority.

The Committee will consider and approve its annual Work Plan.

In order to carry out its purpose and core functions the Committee will consider, monitor, review and, as appropriate, approve:

- Any proposals for the revision of the Service Level Agreement with Internal Audit
- The Annual Audit Plan

- Revisions to the annual audit plan, as advised by the Head of Internal Audit and agreed by the Treasurer
- The Head of Internal Audit's Annual Report and opinion on the Fire Authority's framework of internal controls
- Half-yearly reports from the Risk Management Group on the work completed by Internal Audit and the progress made in implementing recommended actions
- Reports on Internal Audit special investigations, including frauds, and consideration of recommendations for strengthening internal controls
- A report on the review of the adequacy of the Fire Authority's corporate governance arrangements
- The annual review report on the Fire Authority's Code of Corporate Governance
- The Fire Authority's Annual Governance Statement
- Annual review and re-affirmation of the Fire Authority's Anti-Fraud and Corruption Policy
- Annual review and re-affirmation of the Fire Authority's Brigade Order on Reporting of Illegality and Malpractice (Whistleblowing)
- The report from the Audit Commission on the three-yearly review of the effectiveness of Internal Audit
- The External Auditor's Work Plan, including comments on the scope and depth of external audit work, considering whether it gives value for money
- The Fire Authority's draft Statement of Accounts before submission to the Fire Authority for approval, or, if it is not practicable for the Committee to consider and comment upon the draft Statement, it will ensure that the Fire Authority considers and comments upon the draft Statement prior to approval
- The External Auditor's Management Letter and Use of Resources Judgement
- The Annual Governance Report from the External Auditor following completion of the annual audit of the accounts
- The annual report 'International Standard on Auditing (ISA) 260' of the District Auditor to those charged with governance. The Chair of the Committee will sign the Letter of Representation annually on behalf of those charged with governance (as per authority delegated by the Fire Authority on 19 July 2006).
- Monitoring reports on implementation of the Corporate Plan

- Monitoring reports on the Brigade Service Objectives
- Monitoring reports on the Brigade performance indicators
- The report on the contents of the Fire Authority's Annual Report on the previous years' performance
- Progress reports on the Equality and Diversity Steering Group Action Plan
- Progress reports on the Corporate Equality Action Plan
- Monitoring reports on the implementation of Best Value Reviews
- Customer relations issues and monitoring reports on complaints and compliments
- Reports on the Audit Commission's assessment frameworks, such as Comprehensive Area Assessment, in order to maintain an awareness of the most current regimes

The Committee will consider, investigate (where appropriate), and report upon, any other matter within its remit, referred to it by the Fire Authority, the Chief Fire Officer, the Treasurer or the Monitoring Officer.

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

Powers

The Audit and Performance Management Committee will:

- Have no delegated powers but can require relevant officers to attend any meeting, where such attendance would be expedient to the work of the Committee
- Have the power to meet privately and separately with the Head of Internal Audit and/or with the External Auditor, independent of the presence of those officers with whom the auditors must retain a working relationship

Human Resources Committee

Quorum - 4

Members – 7

Meeting Dates

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 review at least annually, and more frequently, if changes are required sooner, its terms of reference and those of the Health Panel, Appeals Committee, and Disciplinary Appeals Tribunal to ensure that they are up-to-date, and make recommendations for change to the Fire Authority

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, 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

To review and amend, where required, the processes and procedures for dealing with:

- ***Applications for outside employment***
- ***Appeals against grading and market factor supplement decisions (including rank to role)***
- ***Grievances***
- ***Appeals against the application or interpretation of conditions of service***
- ***appeals against dispute in accordance with the Collective Disputes Procedure***
- ***Health Panel cases***
- ***Appeals Committee cases***
- ***Disciplinary Appeals Tribunal cases***

To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

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

Meeting Dates

2009

2 March 2009

29 June 2009 - cancelled

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

Standards Committee Referrals Sub-Committee

Quorum – 3

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.

Composition – 4

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.

Chair

The Chair of the Sub-Committee shall be an Independent Member.

Meeting Dates

The Referrals Sub-Committee shall meet on an ad hoc basis as and when required.

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.

Standards Committee Review Sub-Committee

Quorum – 3

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.

Composition – 4

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.

Chair

The Chair of the Sub-Committee shall be an Independent Member.

Meeting Dates

The Referrals Sub-Committee shall meet on an ad hoc basis as and when required.

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.

Health Panel

Quorum - 3

Members - 3

2 Conservative vacancies

Clive Mason (Lab)

Additional Members – 3

Terry Kiernan (Cons)

1 additional Member vacancy

Jean Jones (Lab)

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

2009

13 January 2009

16 April 2009

9 July 2009

1 October 2009

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

Appeals Committee

Quorum - 3

Members - 3

2 Conservative vacancies

Roy Picken (Lab)

Additional Members – 3

David Minnery (Cons)

1 additional Member vacancy

1 additional Member vacancy

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

1 Conservative vacancy
1 Labour vacancy
Sean Kelly (Cons)
Terry Kiernan (Cons)
Nigel Hartin (Lib Dem)

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**

Substitutes

1 vacancy
Nigel Hartin (Lib Dem)
David Minnery (Cons)

Meeting Dates

30 January 2009 - Shropshire
23 July 2009 Annual Meeting – venue to be arranged
21 January 2010 – venue to be arranged

Urgency Committee

Quorum – 7

The quorum is all Members of the Committee.

Members – 7

4 Conservative vacancies
Nigel Hartin (Lib Dem)
David Minnery (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.

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

2 Conservative vacancies
Nigel Hartin (Lib Dem)
Sean Kelly (Cons)
David Minnery (Cons)
Roy Picken (Lab)
Stuart West (Cons)

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

2 Conservative vacancies
Jayne Greenaway (Cons)
Nigel Hartin (Lib Dem)
Jean Jones (Lab)
David Minnery (Cons)
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

1 vacancy
Nigel Hartin (Lib Dem)
Stuart West (Cons)

Officers of the Service

Chief Fire Officer Paul Raymond
Area Manager 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' 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. In October 2008

Members – 5

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

This Panel was made up of Fire Authority Members, who sat on the Shropshire borough and district councils, and of borough, and district liaison officers of the Service. The Fire Authority's Vulnerable Persons Champion and Young People's Champion were also members. Discussions will now take place between officers and Members as to how this Panel should be taken forward.

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.